

D4G Family Handbook



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Welcome to Destined For Greatness!

Welcome! We are so excited that you have chosen Destined for Greatness Martial Arts, Inc., (D4G) for you and your child.

This Family Handbook (Handbook) is intended as a guide to the policies and procedures of D4G. Please read it carefully to ensure that you fully understand all information provided, as adherence to the below policies is a requirement for continued enrollment in our center. All families are required to acknowledge receipt of this Handbook upon enrollment in D4G programs. In the event that we make any updates of significance, we will notify our families of the changes. If you have any questions, please never hesitate to reach out to us. We are here and happy to help.

For the purposes of this Handbook, the terms “parent” and “family” refer to a child’s parent, legal guardian, sponsor or anyone else who is legally responsible for the child’s well-being and best interests.

We thank you again for becoming a part of our D4G family! We are excited to be on this adventure with you and your child!

- *Mark Davenport and the D4G Team*

About Us Our Vision

At D4G, we believe that education is critical, because the children of today will grow up to be the leaders of tomorrow. We take great pride in establishing a strong educational foundation for our children, making learning enjoyable and thereby creating an unquenchable thirst for learning that will set our children up for success in school and in life.

Our Programs

D4G has numerous programs for children ages 6 – 18 years old:

After School Program

After school and occasional school closure care, including homework assistance and recreational activities, for children 6 - 13 years old

Monday – Friday, 3:00pm – 6:00pm.

Top Combat Karate

Evening karate and cardio fitness classes for children 9 - 18 years old

Mondays, Tuesdays & Thursdays, 6:15pm-7:15pm

Summer Camp

Field trips, swimming & leadership training - summer fun for children 6 - 13 years old

Monday – Friday, 7:45am-5:45pm during the summer months

Holidays

D4G is closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Early closure for Christmas Eve
- Christmas Day
- Day after Christmas
- New Year's Eve

In the event that Christmas or New Year's fall on a weekend, D4G will be closed either the previous Friday or the following Monday. Holiday closures are listed on our center calendar and are subject to change. As stated in our Tuition & Fees policy, there is no reduction of tuition due to closures for holidays.

Our Staff

At D4G, we know that the quality of our staff is a key to our success. Our teaching staff are the ones on the ground, making the D4G dream a reality every day.

All D4G staff members complete all state required trainings before working with children.

True educators never stop learning, and the field of education is always growing. We want to be sure our teachers are always keeping current with the best practices in our field. All of our staff therefore participate in professional development every year.

Finally, all of our staff members must love working with children. We respect and accept young children and their families, and always keep our focus on the best interests of the child.

Our Families

Communication with Families

Methods of Family Notifications

D4G will communicate with families on a regular basis through our website, individual phone calls, social media and both individual, class wide and center wide emails.

Contact Us!

D4G has a designated phone number and email address for families to use to contact the center Director or CEO. We encourage families to reach out to us with any questions, comments or concerns.

We also encourage families to utilize this email and phone number to share any important information which might impact their child's day. Children are very sensitive to changes in routine so things like a sibling being home sick, a family member being out of town, a poor night's sleep or a new baby on the way can impact a child's mindset and behavior. Knowing about these types of circumstances help us understand and support your child.

Open Door Policy

Parents and Guardians are welcome to visit the center at any time during the center's hours of operation to observe its operation and program activities. While we do not require families to schedule their visit, or to obtain prior approval from D4G, we do suggest that families and teachers work together to ensure that a family's time in the classroom works towards the child's success. For example, if a child is struggling with separation, the teachers may recommend that the family not come visit during the transition period, as this could make the transition harder.

Volunteers

D4G invites our families to become involved in the community through volunteering. Please contact us about your skills or interests and how you would like to share them with the D4G community.

Confidentiality / Disclosure of Information

In order to provide the best learning and social situation for each individual student, the D4G teaching staff, administrative staff and other employees have access to a great deal of confidential information about students and their families. D4G employees are prohibited from sharing confidential information about students and families with anyone outside of the D4G staff without a Confidentiality Release form signed by the child's parent or legal guardian, except when required by law. This explicit, written permission must be obtained from families before D4G staff can speak or work with specialists contracted by the center and/or families to observe and/or work with children.

Confidentiality Release forms will be valid for one year from the signature date, unless the family submits a written request to retract his or her permission prior to that date.

Employees can and will share confidential information about a child and/or family members, on a need-to-know basis, with the following D4G employees, without additional permission from families:

- D4G CEO
- Teaching staff members working with the specific child in question
- Staff specialists
- Administrative staff

D4G will also provide information, as required, to New Jersey Child Care licensing officials.

Employment of Staff Members by Center Families

D4G recognizes the tremendous skill of our teaching staff, and respects the fact that families may want to hire our employees to babysit for their children or engage in other forms of employment outside of center hours. Employees may choose to work for D4G families, and do so at their own discretion. Employees take on full responsibility and liability in such cases. D4G has absolutely no liability or responsibility in any way.

Employees who choose to work for families must do so only outside of center hours and may not transport children to or from D4G.

Our Curriculum

After School Homework Support

A key aspect of our After School Program is to provide students with time and support to complete their homework. D4G staff will assist students as we are able, but are not responsible for ensuring that students complete their assignments or include the necessary content.

Students who do not have homework on a given day will be provided with quiet seated activities to keep them entertained while their peers are working.

After School & Summer Camp Outdoor Play

D4G understands the importance of outdoor play for young children. Research has demonstrated that being outdoors not only bolsters children's physical development but also their cognitive development as well. We therefore schedule time each day for all children to play outside. If your child is not well enough to play outside, please keep him or her home for the day.

In the event that the wind-chill, heat-index or other weather conditions represent a health or safety risk as determined by the [Child Care Weather Watch Chart](#), D4G will limit, switch or cancel time outdoors as needed for the given day. Please ensure that your child wears weather appropriate clothing and footwear so that he or she can enjoy his or her outdoor time in safety and comfort.

After School & Summer Camp Field Trips

D4G frequently takes children in our After School program and our summer camp program on excursions outside our building.

On our enrollment form, there is a place to provide consent for D4G to escort your child on supervised walks in our immediate neighborhood. We will also take field trips that are outside of our immediate neighborhood. For all field trips not covered by the blanket permission, families will receive a separate field trip permission form. You must sign individual permission slips for each trip your child attends. Children will not be allowed to participate unless an authorized family member has signed the appropriate field trip form. A verbal release is not acceptable.

Families must pay for each field trip as billed, prior to the child's participation in the excursion.

Field Trip Transportation

We have our own bus for transporting children and teachers on field trips. We require all children to be properly secured using age-appropriate seat belts at all times. In the event that families drive children on a field trip, all children must be properly secured with seat belts.

After School Karate

All After School children will participate in weekly Introduction to Karate classes as part of our regular programming. This class introduces students to basic karate moves, encourages self-respect and enhances self-regulation skills.

Top Combat Karate Class

Our Top Combat Karate class teaches extreme fighting skills and provides an intense cardio workout. Students jump rope, work with kettle balls, perform box jumps and learn traditional Japanese Karate. Students are expected to participate to their full ability and will be supported through their karate journey.

Expectations & Discipline

Positive Discipline

At D4G, we recognize that our students are capable of self-regulation, and yet that they are still children, in need of support. Therefore, each teacher will work together with the children in the class to develop clearly written, developmentally appropriate discipline rules and procedures for their classes at the start of each school year or semester. Teachers will allow the children to ask questions, and encourage them to engage in conversation about the expectations.

Praise and positive reinforcement are effective strategies for setting children up for success. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, D4G has a positive approach to discipline and implements the following strategies to help set the children up for success:

- Communicate with children using positive statements
- Communicate with children at their physical and developmental level
- Talk with children in a calm, quiet manner
- Explain unacceptable behavior to children
- Give attention to children for positive behavior
- Praise and encourage the children
- Reason with and set limits for the children
- Apply rules consistently
- Model appropriate behavior
- Set up the classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activity

- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the children's needs, desires and feelings
- Provide appropriate words to help solve conflicts
- Use books and discussion to work through common conflicts

Behavior Management Policy

In the event that a child is not adhering to class rules, the teacher will speak with the child privately, reminding him or her of the rules and asking what support would be helpful.

If the child continues to violate the rules, the teacher will speak with the child in a more formal setting, together with the CEO. We will remind the child of the established rules, ask what support would be helpful, and agree upon a plan of behavior. After the meeting, the CEO will notify the family of the meeting and share the established plan.

If the challenging behavior continues, a meeting will be called with the child, the family and the CEO, to discuss the situation and agree upon a plan of behavior and a timeline for reassessing the situation.

If the challenging behavior continues after this meeting, the CEO will meet with the child's family to discuss options, including possible evaluation for outside support, detention, suspension and/or expulsion.

If a student engages in challenging behaviors 4 times within a one-month period, D4G reserves the right to expel or suspend the child if needed.

Code of Conduct

We are a community which values the individuals we welcome into our halls. In order to create and maintain an environment in which all members feel safe and welcomed, all students in the D4G community – including students enrolled in D4G Afterschool Program, D4G Summer Camp and evening Karate classes, are bound by the policies stated below.

All Children at D4G must:

- Follow all class rules
- Show respect to all students and staff
- Treat others as you would like to be treated
- Play fair
- Remember, Character Counts!

Children at D4G may not:

- Violate any D4G rules
- Bully, harass or intimidate anyone at D4G
- Engage in any acts of fighting or other physical aggression towards any one at D4G for any reason, including during play
- Destroy or damage equipment or supplies
- Litter

- Behave in a defiant manner
- Leave the center without permission and supervision
- Separate from the group while on excursions
- Engage in excessive gum chewing or chewing of sunflower seeds
- Engage in inappropriate verbal interactions with anyone at D4G. This includes, but is not limited to:
 - name-calling
 - cursing
 - rude or discourteous language
 - excessive talking at inappropriate times
 - sexual or offensive humor
 - shaming, belittling or derogatory remarks including negative comments about physique, body development, dress or family
 - harsh language, harsh tones or raised voices that may threaten, degrade or humiliate

Because maintaining the emotional and physical safety of all members of the D4G community is an essential value of our center, failure to follow this Code of Conduct, or engaging in any other behaviors which are deemed to threaten the emotional or physical safety of a member of our community, may result in a child's termination from the center. In such cases, no refunds of tuition or fees will be granted to families.

The decision to terminate a family from the center for any reason is at the sole discretion of the CEO.

Prohibited Forms of Discipline

The following forms of discipline are prohibited in all D4G programs.

We never:

- Physically harm children or utilize any form of corporal punishment (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Shame, threaten, humiliate, embarrass, belittle, frighten or intimidate children, or utilize any other form of emotional abuse
- Use abusive or profane language.
- Shame or punish a child if a bathroom accident occurs
- Criticize, make fun of or otherwise belittle a child's parents, family or ethnic group
- Withhold food, beverages or other physical necessities
- Use food as a reward
- Compare children – each child is unique
- Restrain children by any form of restraint that exceeds gentle, passive restraint
- Withhold physical activity for disciplinary purposes
- Confine a child in a closet, locked room, dark space or other enclosure
- Leave children alone without supervision

- Allow one child to discipline another
- Use “time outs” as a form of punishment. Children are given the time, space and support they need, without judgment, to self-regulate. We provide a safe space, away from other children, but visible to staff, for children to go when they need to “calm down.” This is never used as a punitive measure, but rather respectfully allows the child the space and time to prepare to safely and calmly reenter the group.
- Threaten a prohibited action even if there is no intent to follow through with the threat

Supporting All Children

If a child in any of our D4G programs is receiving support services, in order to best support the needs of the child, and so that the center can work together with the family and the specialist as a collaborative team, the center will ask the family to provide written authorization for the teacher and relevant D4G teaching staff and employees to communicate and work directly with specialists. Documentation of all observations and meetings between teaching staff, specialists and families will be kept confidential.

D4G strives to meet the individual needs of every child who attends our programs whenever possible. When additional supports are needed, D4G will provide them to the extent that is viable. In the event that D4G determines a child needs one-on-one support in the classroom, it will become the responsibility of the family to cover all costs associated with that support. Anyone providing support to a student in the classroom will report to the lead teacher for guidance while the child is in the classroom.

In the event that a family is unwilling or unable to pay for one-on-one support, or does not agree to other reasonable supports which D4G determines are needed to adequately support a child, D4G has the right, at the sole discretion of the CEO, to counsel a family out of the program. In such cases, regular withdrawal policies apply.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child

- Verbal abuse of staff
- Failure to comply with Code of Conduct and policies stated in this Handbook
- Failure to collaborate with D4G employees to support the family's child

Child's Actions for Expulsion

- Inability of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/ angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting, hitting or other negative physical interactions
- 4 incidents of challenging behaviors within in a one-month period

Proactive Actions That Can be Taken in Order to Prevent Expulsion

- Try to redirect child from negative behavior
- Reassess classroom environment, appropriateness of activities, supervision
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for rules
- Give the child verbal warnings
- Give the child time to regain control
- Document the child's disruptive behavior and maintain confidentiality
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors
- Give the parent literature of other resources regarding methods of improving behavior
- Recommend an evaluation by professional consultation on premises
- Recommend an evaluation by local school district study team

Schedule of Expulsion

If, after the remedial actions above have not worked, the child's parent 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 may work on the child's behavior or to come to an agreement with the center. The parent will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent 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 and/or parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child Will Not be Expelled

- Because a Parent:
 - Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
 - Reported abuse or neglect occurring at the center

- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements

Technology & Screen Time

D4G recognizes that children's use of screens can have numerous negative physical and psychological impacts. Therefore, we limit screen time – including television, computers and other video equipment - at D4G in the following manner:

- Screen time is limited to 15 minutes per day per child, except in cases of special events in which technology is utilized to enhance the celebration.
- After School children who need technological devices to complete school work may use them as needed.
- Children are not allowed to engage in the use of passive technology at D4G, with the exception of children with disabilities who require assistive computer technology.
- Screen time is not allowed during meals and snacks.
- Children are not provided with unsupervised access to the internet in order to limit access to inappropriate content. Families of school-aged children who bring laptops are responsible for limiting access as needed.
- All use of technology by children at D4G must be:
 - Developmentally appropriate
 - Interactive
 - Used to extend and support the learning goals for the children
 - Directly related to the lesson

Alternate activities are always made available during screen time for any children who do not wish to engage with the screens.

Enrollment Requirements

Required Forms

All required enrollment forms must be submitted at least 24 hours prior to a child's start date. A delay in submission of required forms may result in a delay in the child's start date or loss of the child's slot at D4G.

Families must update their required forms each year prior to the anniversary of their child's enrollment date or the form's expiration. D4G will provide families with 3 month's warning prior to a form's expiration date, and it is the responsibility of the family to update all forms prior to their expiration.

D4G will retain copies of all child records for a minimum of two years following a child's last day of enrollment at our center.

Immunizations

Together, we can protect our children against serious diseases by providing them with complete and timely immunization.

D4G will not allow children to attend our center who have not received all vaccinations required by the state of New Jersey. Families must provide D4G with a complete Certificate of Immunizations, signed by the child's pediatrician prior to the child's first day at D4G.

D4G will notify families of enrolled children who are missing required immunizations as new immunizations come due. Families must ensure that their children remain up to date with their immunizations, and must provide D4G with updated immunization records as appropriate. Failure to comply with this policy may lead to termination of enrollment.

The only exceptions to this rule are those stated in the New Jersey Manual of Requirements for Child Care Centers, as follows:

- If immunizations are contraindicated for medical reasons, D4G will admit the child, provided that the family submits to the center a written statement from a health care provider attesting to the following:
 - The reason the immunization is medically contraindicated; and
 - The specific time period during which the immunization is medically contraindicated
- A child shall be exempted from a physical examination, immunization, or medical treatment if the parent objects thereto in a written statement submitted to the center, signed by the parent, explaining how the examination, immunization, or medical treatment conflicts with the child's exercise of bona fide religious tenets or practices.

In the event that a child is un-immunized or under-immunized in accordance with the above stated clauses, and a local outbreak or epidemic occurs of the disease/s for which the child is un-immunized or under-immunized, the child may be asked not to attend D4G until the outbreak or epidemic has been declared over.

Tuition & Fees

All tuition & fee amounts are listed on our Tuition & Fees schedule on our website. All payments are non-refundable.

There is no reduction or discount in tuition for short weeks due to a holiday, vacation, absences or unanticipated closings, which are out of our control. The only exception to this policy might be if D4G needs to close for an extended period of time due to a national health emergency. In such cases, it will be up to the discretion of the CEO to determine whether it is financially feasible to grant a reduction or discount in tuition.

Tuition rates and fees are reviewed annually near the beginning of the calendar year. Families will be notified at least 30 days in advance of any change in rates or fees.

Tuition Payment Schedule

Tuition is due every other Wednesday by 12:00pm, and covers the following 2 weeks of programming, Monday-Friday. In the event that a family has not paid in full by Monday morning, the child will not be allowed to attend D4G that day and will be excluded until all payments are made in full.

If a child misses a full week without any notice or communication, and no payment has been made for that child's tuition, D4G will assume that the family has left the center and will disenroll the child from our program. We reserve the right to then offer the vacated slot to another child. To re-enroll, the family must pay a new, non-refundable, Registration Fee and Insurance Fee.

Tuition Payment Options

D4G families can pay using Zelle or \$CashApp.

Voucher Co-Payments

Families who receive vouchers or other subsidies are responsible for paying a co-pay to cover the difference between any subsidy payments and the total payment due. Co-payments are due the last Thursday of each month and cover the upcoming calendar month.

Annual Registration Fee

All families must pay their non-refundable Registration Fee prior to their child's first day at D4G. This is an annual fee, charged per child, per program, and is not applicable towards tuition.

Late Payment Fee

A late payment fee will be assessed for any tuition payment not made by Wednesday at 12:00pm. An additional fee will be charged each day for all late payments until the payment is made in full. In the event that a family's tuition payment is not paid in full by the following Monday morning, the child will not be allowed to attend D4G until all payments are made in full. During this suspension, tuition will still be charged as we will hold your child's slot for up to 10 business days. If, after a total of 10 business days, the account is not paid in full, your child may be immediately withdrawn from D4G and the slot made available to another child.

Late Pick-Up Fee

Families are required to pick their children up by the end of the child's scheduled enrollment hours. Late Pick-up Fees will be assessed for any child picked up after his or her scheduled pick-up time. Late Pick-up Fees are due by close of business the business day after the late pick-up, and we accept cash only.

We recognize that, occasionally, circumstances out of your control might make you late. With this in mind, each family is allowed a 5-minute grace period twice per calendar year. If you arrive within the first 5 minutes after your child's day has finished, we will not charge you for these two days. After that, Late Pick-Up Fees will be assessed for all instances of late pick-up.

After School Bus No Show Fee

Families who fail to notify D4G on days when their child will not be riding the bus as scheduled will be charged a No-Show Fee, as stated on our Tuition & Fees Schedule on our website. This fine must be paid, in cash, before the child can return to D4G.

Adult Code of Conduct

We are a community which values the individuals we welcome into our halls. In order to create and maintain an environment in which all members feel safe and welcomed, all adults in the D4G community are bound by the policies stated below.

All adults at D4G must:

- Adhere to the policies outlined in our Handbooks
- Protect the physical and emotional safety of all members of the center community
- Treat all members of the community, including but not limited to children, families, faculty, contractors and staff, with dignity and respect at all times
- Appropriately implement as necessary all security protocols

Adults at D4G may not:

- Bully, harass or intimidate anyone at D4G, including but not limited to, students, staff and families
- Engage in abuse or neglect of any child or adult
- Utilize physical punishment, emotional abuse, time outs in any punitive form, withholding of food or any other harmful methods of discipline
- Engage in inappropriate verbal interactions with anyone, including but not limited to, students, families or staff members such as:
 - name-calling
 - cursing
 - encouraging children to keep secrets from other adults
 - sexual or offensive humor
 - shaming, belittling or derogatory remarks including negative comments about physique, body development, dress or family
 - harsh language, harsh tones or raised voices that may threaten, degrade or humiliate

Because maintaining the emotional and physical safety of all members of the D4G community is an essential value of our center, failure to follow this Code of Conduct, or engaging in any other behaviors which are deemed to threaten the emotional or physical safety of a member of our community, may result in a family's or staff member's termination from the center. In such cases, no refunds of tuition or fees will be granted to families.

The decision to terminate a family from the center for any reason is at the sole discretion of the Director or CEO.

Withdrawing from D4G

If it becomes necessary to withdraw your child from D4G, we ask that you give us two weeks' notice, in writing. Families who do not provide 2 weeks' notice must still pay for 2 weeks of tuition after notice is given. In the event that any payments are past due at the time of withdrawal, we will contact a collection agency to collect the funds.

Families may request copies of your child's physical and immunization record from the front office on your child's last day so that you can transfer these records to your child's next school.

Daily Operations

Drop Off and Pick-Up Procedures

Drop Off Routine

All children will be dropped off outside the main entrance of D4G. D4G staff members will await the children outside during drop off and escort them into the building. If you arrive to drop off your child and do not see a staff member waiting, please do not leave your child unattended or send him or her into the building alone. Please call the office and a staff member will come out as soon as possible to accept your child.

No Cell Phones

Adults are asked not to utilize their cell phones when dropping off or picking up a child. Your child deserves your full attention during these important transitions.

Attendance Records

Upon arriving and departing, your child must be signed in and out electronically, every day, using our attendance app. We require the family to sign the children in and out, and our teachers do so as well, creating a double layer of monitoring. If a child leaves and returns during the day, he or she must be signed out and back.

Families may not leave a child unattended at D4G. Each child must be left with a staff member upon arrival at the center and a staff member must be notified when a child is leaving.

Release of Children Policy

On our enrollment form, there is a place for you to list the names of individuals who are authorized to pick-up your child. These are the only people to whom we will release your child. This will be verified at time of pick-up. If you need to make a change to this list, please do so in writing prior to having the new person arrive at the center. We will **not** release a child to a new individual until we have written confirmation from the child's parent or legal guardian. Any individual picking up a child from D4G must bring photo identification and be prepared to show it if asked. Employees will request photo identification from anyone they do not recognize.

Custody Documents

If there are any orders from the court (no-contact, protections, custody, etc.) regarding who can and cannot have contact with your child, it is imperative that you provide us with a copy of the order. Without legal documentation, D4G cannot prevent someone who has legal proof that he or she is, or is known as, the biological parent or legal guardian from picking up his or her child.

Sharing information regarding custody or domestic violence situations with the office and/or your child's teacher is strongly encouraged. Sharing this type of information allows the staff to be aware of additional security measure that may need to be taken.

D4G is not responsible for honoring any one parent's requests regarding his or her child in the issues dealing with the child's other parent. D4G will follow any and all signed and relevant court orders concerning custody arrangements.

All information will be kept confidential and only shared with staff members on a need-to-know basis as stated in our Confidentiality Policy.

Unsupervised Release

D4G will only allow children to leave on their own if we have written instructions to do so from the family.

Pick-Up Routine

All children will be picked up outside the main entrance of D4G. Families are asked to call D4G 5-10 minutes before their arrival to pick-up their child so that we can help your child prepare. A D4G staff member will then escort your child out to your car once you arrive.

In the event that you are running late, please notify us as soon as possible so that we can prepare your child and make arrangements for his or her extended care at our center. At no time will a child be left alone at D4G. We will contact the family of any child who has not been picked up within 10 minutes of his or her scheduled pick-up time. If we cannot reach the family, we will contact alternate designated emergency contacts listed on the child's registration form.

If we are unable to reach the child's parents or other adults authorized to pick up the child within an hour of closing time, D4G may contact the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until a parent or authorized adult is able to pick-up the child.

Non-Release to Adults Who May Pose a Safety Risk

D4G cares deeply about the safety of your children and your family. Our concern, along with the New Jersey licensing regulations, prevents us from releasing any child to any individual who may pose a safety risk to your child. If an adult arrives to pick up a child and appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual
2. Staff members attempt to contact the child's other parent or an alternative person authorized to pick up the child
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

D4G will issue a one-time warning, in such cases, reminding the family that we reserve the right to cancel enrollment for any family who does not provide a safe pick-up arrangement for their child. In the event that this happens a second time, D4G may choose to disenroll the child from our center.

Notification of Absence

Planned Absence

For all programs, please notify us in advance of any planned absences, so that we can prepare accordingly.

Summer Camp Unanticipated Absence

Families enrolled in our summer camp program are asked to notify us by 9:00am if your child will not be attending D4G unexpectedly, due to illness or other unforeseen circumstances.

After School Unanticipated Absence

If your child will not be attending our After School program unexpectedly, due to illness or other unforeseen circumstances, you must notify us by 12:00pm in order to avoid confusion at school pick-ups.

Karate Class Unanticipated Absence

D4G requests that families notify us when your child will not be attending Karate class as anticipated so that we know not to expect him or her and are not concerned by the child's failure to arrive at our center.

Personal Belongings

Clothing

Children should wear clothes that are seasonally appropriate, comfortable and can get dirty. Shoes and boots should be appropriate for active play, including running and climbing, and should keep the children's feet warm and dry for outdoor play. Children who bring boots for outdoor play in inclement weather, such as rain or snow boots, must bring a pair of shoes to wear while inside the building. We do not allow open-toed or backless shoes/sandals at D4G.

LABEL! LABEL! LABEL!

LABEL! LABEL! LABEL! Please label all items that belong to your child with your child's first and last name. D4G maintains a lost and found. After a period of time, all unclaimed items are set aside for use in emergencies or are donated to a local charity.

Personal Items

We ask that you not send additional personal items from home (toys, books, etc.) as it can be hard to keep track of multiple items and they can be easily lost or broken.

Weapon related toys such as toy guns, knives, etc., and personal electronics are not permitted at D4G. Please, never send items of great personal or financial value.

D4G is not responsible in the event that any personal items brought from home are lost, stolen or broken.

Personal Electronics

Students at D4G are allowed to use their personal cell phones during certain times at our program. Use of cell phones or other electronic devices is prohibited at the following times:

- Group activities
- Breakfast, Lunch and PM Snack
- Off site excursions including trips to the park, swimming pool, field trips, etc.
- Whenever a staff member rings the “Technology Bell” as a signal to put away all personal electronics.

Failure to abide by this policy may result in a student being prohibited from bringing any personal electronic devices to the center and/or additional disciplinary steps.

D4G is not responsible in the event that any personal items brought from home are lost, stolen or broken.

Photography & Social Media

D4G teaching staff routinely take photographs and videos of enrolled students as a part of our curriculum. These images are used in internal D4G communications, such as class communications and center wide newsletters, and may be displayed in classrooms and the hallways. By accepting admission to D4G, families automatically provide permission for D4G to utilize photos of their child in the above-mentioned fashion.

D4G also routinely utilizes children’s images for marketing purposes, including but not limited to, in printed materials, on our website or on our social media accounts. Families have the option on our registration forms to actively opt out of having their child’s photograph utilized for marketing purposes. All families who do not actively opt out automatically provide D4G with permission to utilize their child’s image in marketing materials indefinitely. D4G will never include a child's name in any marketing materials.

Photography by Families

D4G asks that families respect the privacy of other families and not photograph children other than their own while at D4G. D4G does not take any responsibility for preventing families from photographing and/or sharing images of or information about children enrolled in D4G, nor will D4G enforce the request that parents get permission from other parents before posting.

Social Media

D4G staff and families are prohibited from posting images of, or stories about, children enrolled at D4G, other than those in their own, personal families.

We encourage all families to follow us on social media, and to like and share our posts to help spread the word about our wonderful center!

Health & Safety

Food Service / Meals & Nutrition

D4G participates in the USDA sponsored Child and Adult Care Food Program, (CACFP). Through this program, we serve a nutritious breakfast, lunch and afternoon snack Monday through Friday, to all children enrolled in our Summer Camp, at no cost to our families. Children enrolled in our After School program will be served an afternoon snack.

All families must complete the CACFP Income Eligibility Application upon enrollment in the After School Program or Summer Camp at D4G.

All food served meets local health department food service rules and the nutritional requirements of CACFP. In compliance with New Jersey licensing regulations, D4G not serve sugar sweetened or artificially-sweetened beverages and we will provide skim (fat-free) or one percent milk.

A menu is posted on our website.

If your Summer Camp child will not arrive in time for breakfast, please feed your child prior to his or her arrival.

Special Diets

We will work with families whose children have allergies, religious dietary requirements, or other special food restrictions to accommodate your needs as best we can. Families whose children have allergies or special food restrictions are also invited to bring food for your children. All food must be in labeled, easy to open containers. D4G does not provide refrigeration for food brought from home, so families must include an ice pack to keep any perishables cold.

Families who send in food must consult with their child's teacher to determine if there are any food allergies in the class to ensure the safety of all children at D4G.

No Nuts Allowed

Nut allergies are often extremely dangerous, even deadly, and can develop suddenly in some young children. In order to keep our children safe, D4G has a no nut policy, meaning that members of the D4G are prohibited from bringing nuts onto our property, including our building, our playground and our parking lot. We expect, but cannot guarantee, full compliance.

Afterschool Program Birthday Celebrations

We welcome families to join us in the classroom to celebrate your child's birthday. Families are welcome to bring a special treat to share. Any food that is brought into D4G to be shared among children must be commercially-prepared or prepared in a kitchen that is inspected by local health officials, and may not contain any of the items prohibited in our Food Safety Policy. Families are asked to schedule birthday visits in advance with your child's teacher, and to be sure to be mindful of any allergies in your child's class.

Our center is available for birthday party rentals and other events.

Supervision of Children

Children must be supervised **at all times** and in all areas while they are at D4G, from the time they are dropped off until they are picked up by an authorized adult. Staff members must coordinate to ensure that they remain within the legal ratio for their class at all times as specified by state licensing requirements:

Ages of Children	Staff: Child Ratio
5 years and older	1:15

Staff members must be aware of where their colleagues and children are, and must strategically space themselves amongst the children, both while inside and when outside, so that they can, as a team, both safely supervise all children and productively interact with them.

D4G requires at least 2 adults to be present on site at all times when children are present.

It is the responsibility of all teachers to not only supervise the children to ensure their safety, but also to be active participants in the play, wonder and discovery that occur throughout the day, including on the playground. Staff should help children figure out how to utilize playground equipment, rather than placing children on or removing children from the equipment, and should closely monitor them while on any climbing equipment.

Children are under the legal custody of the family until they are signed in at drop off and as soon as they are signed out at pick-up. Families are required to supervise children in their custody at all times while on D4G property.

Child Illness / Wellness

Management of Communicable Diseases

Families may not send a child to D4G and must notify the center at once if a child has a communicable disease.

Children and adults who contract a contagious illness cannot return to center until the contagious period has ended. 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.

Communicable diseases include but are not limited to:

- **Purulent conjunctivitis “pink eye”** (defined as pink or red conjunctiva with white or yellow eye discharge): Individual may return 24 hours after starting antibiotic treatment
- **Scabies**. Individual may return after treatment has been completed.
- **Lice** (Pediculosis): Individual may return once he or she is lice and nit free *and* 24 hours has passed since starting treatment
- **Impetigo**: Individual may return 24 hours after starting antibiotic treatment *and* once sores are dry

- **Strep throat** (or other streptococcal infection): Individual diagnosed by physician with streptococcal pharyngitis may return 24 hours after antibiotic treatment has been initiated *and* has been fever free for 24 hours, without the use of fever reducing medication.
- **Chicken Pox** (Varicella): Individual may return once all sores have crusted and are dry (usually six days). Student must be evaluated by a physician before readmission to the center.
- **Herpetic gingivostomatitis** (cold sores): If the child is too young to have control of saliva, then he or she must stay home until the sores have resolved
- **Coxsackie virus** (hand, foot and mouth disease): Individual may return to the center upon written permission from the doctor
- **Fifth's disease**: Individual may return to the center upon written permission from the doctor
- **Influenza**: Individual may return to the center after being symptom free, without use of symptom reducing medication, for a full 24 hours.
- **COVID-19**: Individual may return to the center as dictated by the current health and safety standards outlined by the CDC and the state of Utah

D4G is required to report any instances of the following communicable diseases to the Department of Health. Individuals with these illnesses may not return to D4G until they have written clearance from a physician stating that the individual poses no risk to him or herself or to anyone else.

- Tuberculosis
- Shingles
- Pertussis
- Mumps
- Hepatitis A virus
- Measles
- Rubella

The center will notify the families of children who may have been exposed to a communicable disease, without identifying the individual who is ill. If a family suspects a child might be coming down with a communicable disease, the child should be taken to the doctor before returning to the center.

In addition to these named illnesses, D4G community members may not enter the building if they have any of the following symptoms:

- Severe pain or discomfort
- Acute diarrhea
- Acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- 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
- Weeping or bleeding skin lesions
- Mouth sores with drooling
- Stiff neck
- If a child is unable to participate in indoor and/or outdoor activities due to illness

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.

All employees are responsible for monitoring children for signs and symptoms of illness during the center day. If a teaching staff member believes a child might be coming down with a communicable disease, or might be suffering from a non-communicable disease which is interfering with the child's ability to have a successful day, the center will contact the family, who must come pick up their child as soon as possible, and within 1 hour of being notified by the office. In the event that a family will not be able to pick up a sick child within a reasonable amount of time, families are asked to arrange for a backup authorized pick-up person to come instead. If needed, D4G will contact the emergency contacts listed on the child's registration forms. A sick child will be kept isolated from the other children in a comfortable setting with a familiar adult while awaiting pick-up.

D4G employees do not diagnose, they only report information to the families. For example, employees do not tell families their child has "a fever," we report to families the degree of the child's temperature.

In the event that there is a question as to whether a sick child may attend D4G, the Director or CEO have the sole authority to make the final decision.

Return After Illness or Injury

In the event that a child is absent due to illness for more than 2 days, D4G reserves the right to require a note from the child's doctor stating that the child is healthy enough to return to D4G and is not contagious.

In the event that a child suffers an injury which requires medical treatment, D4G reserves the right to require a note from the child's doctor stating that the child is healthy enough to return to D4G. The doctor must specify whether the child has any restrictions upon return.

Administration of Medication

Whenever possible, treatment schedules that allow medicine to be given by families outside of center hours are requested and encouraged. Family members and caregivers are welcome to come in to administer medication if needed during center hours.

D4G will only administer life-saving rescue medications including epinephrine auto-injectors, inhalers and Benadryl. D4G will only administer these medications if we have

written authorization from the family. Only staff who have been trained in Medication Administration can administer approved medication to children.

Families may not send medications, either prescription or over the counter, into the center with a child. Families are required to hand all medications directly to a staff member.

When medication is to be administered, the following requirements apply:

- Families must complete our Medication Administration Form for each medication, and provide a daily written statement indicating when the last dose of medication was administered prior to the child's arrival at D4G
- Families must provide the following information for each medication given:
 - The name and birth date of the child
 - Medication allergies
 - Doctor's name and phone number
 - Pharmacy name and phone number
 - Name and strength of medication
 - Date/s on which medication is to be administered
 - Dosage (amount to be given) and frequency of required administration
 - Route of administration (such as oral, eye, nose, mouth, topical, inhalation, injection)
 - Medication expiration date
 - End date (when to stop giving the medication)
 - Reason for medication
 - Any special directions (refrigeration or room temperature, take with food, etc.)
 - Signature of parent or legal guardian, and date of signature
- All prescription medications must be:
 - Stored securely and out of children's reach
 - Refrigerated, if applicable, in a closed containers separate from food
 - In its original container and labeled with directions on how to give or use the medication.
 - Current and not expired
 - In containers with child-safety caps
- Medication shall be administered to only the child whose name appears on the container.
- Prior to administering any dose of medication, D4G staff will first verify that they are administering:
 - The right dose of
 - The right medication at
 - The right time
 - To the right child
 - Using the right route of administration
- D4G will establish and maintain a Medication Administration Record whenever prescription medication is administered. The log will include the following minimum information:

- The name of the medication
- The name of the child receiving the medication
- The amount of medication administered
- The date of administration
- The time of administration
- The signature of the staff member who administered the medication
- Special notes related to problems of administration
- Symptoms that indicated the need for medication (in the case of emergency medication administration)

After administering medication, D4G staff will monitor the child and will notify families should we observe any signs of symptoms of adverse reactions to the medications.

D4G will not administer the initial dose of any medication except an epinephrine autoinjector, like an EpiPen®. Unless otherwise directed by the child's physician, all children with EpiPens® must provide the center with **two** current epinephrine autoinjectors to store on site at all times.

In the event that a medication error occurs, D4G will contact the family and the regional Poison Control Center immediately. The incident will be documented in the child's record.

All unused or expired medication will be disposed of.

D4G requests that any children who take life-supporting medication (ex: insulin) keep a 3-day supply in the center office. In the unlikely event that we had to stay in the center with the children for multiple days, we want to make sure we have the supplies to keep everyone as healthy as possible.

Self-Administration of Medication

If families want their children to be able to self-administer medication, the family must provide written authorization for self-administration. All self-administration of medication will be supervised by authorized staff members.

Allergies

Families of children with diagnosed allergies are required to provide D4G with a written care plan prepared by the family or a licensed health care practitioner, which shall include:

- Instructions regarding the allergen to which the child is allergic and steps that need to be taken to avoid those allergens
- A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications. This plan must be updated as changes occur or at least every 6 months.
- A list of appropriate food substitutions in the case of food allergies

Hand Washing

Hand washing is the best defense against disease.

Children and staff must wash their hands at the following times:

- Upon arrival at D4G
- Before and after:
 - eating or handling food
 - giving medications
 - caring for a child or adult who may be sick
 - engaging in water play or other sensory materials with other children
- After:
 - using the toilet
 - dealing with bodily fluids
 - handling animals, their secretions or their equipment
 - playing in a sandbox
 - outdoor play
 - entering the building
 - sneezing or coughing into their hands
 - assisting an individual who is ill
 - using a tissue
 - handling trash

and at other appropriate times.

At D4G, we adhere to the following procedure for handwashing:

- 1- Turn on the water
- 2- Get soap
- 3- Wash your palms
- 4- Wash the backs of your hands
- 5- Wash your wrists
- 6- Wash between your fingers
- 7- Wash under your nails
- 8- Turn the water off using a paper towel

Alternatives to Handwashing

If soap and running water are not immediately available:

- Teaching staff may use hand sanitizer on their own hands *as a temporary measure* if they so desire, but the hand sanitizer must be stored out of the reach of children. Teaching staff may not use hand sanitizer on children.
- Teaching staff may provide wipes for children to use on their hands *as a temporary measure*

After School Transportation

D4G provides transportation for children enrolled in our after-school program. We will pick our students up at designated schools and bring them to D4G, using our center bus.

D4G has designated pick-up times and locations at our partner schools, and it is the family's responsibility to coordinate with the school to ensure their child arrives at the bus on time. If a child misses the bus, it is the family's responsibility to pick-up their child and transport him or her to D4G.

Students are required to follow basic safety rules at all times while riding on our bus.

- Students must enter and exit the bus as instructed by D4G staff
- Students must wear their seat belts, and remain seated, at all times on the bus
- Students may not eat any food or beverages while on the bus
- Students are required to keep all body parts and belongings inside the bus. Students may not open or close the windows or place any body parts or belongings out the window.
- Backpacks and bags are to remain closed at all times. Items may not be removed from bags during transit.
- No games, toys or electronics may be used on the bus

Emergency Preparedness and Procedures

D4G has a full Emergency and Evacuation Plan which is available for families to review upon request.

Each classroom has emergency exit posters showing a primary and a secondary emergency route. It is important that families follow the directions given by D4G staff should you find yourselves on site during an emergency drill or an actual emergency. Please make sure to calmly evacuate the building or to shelter in place with staff and children. You may re-enter the building or leave the classroom when the all clear is given.

Emergency Drills

D4G employees practice monthly fire drills throughout the year, and at least two lockdown drills a year, with the children. These drills are explained to the children in a developmentally appropriate way and are never described by staff as scary. Rather, we tell children that we practice different ways of staying safe in an emergency so that if there were an emergency, and we do not think there will be, we would be safe.

Families, teachers and children will not be notified in advance of emergency drill dates or times, as this is the most effective way to assess the success of our drills. However, we will notify families once the drill is complete, so that you are able to talk to your child about the experience.

During an emergency drill, families may not sign children into or out of the center, but must wait until the drill is complete and the children and teachers have reentered the building and are fully accounted for.

Notification of Families in the Event of a Center-Wide Emergency

In the event of an emergency, D4G will first take all possible steps to ensure the safety of the children and the adults in the center, including evacuating to a pre-determined location if necessary. Once D4G leadership determines that all possible steps have been taken to protect members of the community in attendance that day, families will be

notified via text, email, social media and/or phone calls depending upon the availability of communication devices.

Accidents or Injuries

For all injuries or incidents, employees will complete, and families will be asked to sign, an Accident and Incident Report, that details what happened and how D4G staff responded.

D4G will also immediately notify families verbally in case of any of the following circumstances:

- Any injuries sustained above the neck
- Injury causing bleeding that cannot be contained by an adhesive strip
- Human bite that breaks the skin
- Animal bite
- If the child falls from a height greater than the height of the child
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (e.g., rash, spots, swelling, etc.)
- Unusual breathing
- Symptoms of dehydration
- Temperature reading over 100.4 degrees
- Injury or illness requiring professional medical attention

If your child receives a minor cut or abrasion while at D4G, his or her teacher will wash the area with soap and water and apply a Band-Aid. Any further treatment of the wound must be done at home. If your child's teacher feels that the wound requires medical attention, we will notify the family. We leave it to the family's discretion as to whether a child should see the physician.

In the event that one child injures another, the families of both children will be notified of the incident. At no time will a D4G employee inform a family of the other child's identity, as doing so would be a violation of that child's confidentiality rights.

Medical Emergencies

In the event that a child loses consciousness or experiences a medical emergency, either illness or injury, which we believe requires emergency medical treatment, we will first contact 911, and then we will contact the child's family or designated emergency contact. If we are unable to reach the family or designated emergency contacts, we will call the child's physician and/or arrange for immediate emergency treatment. In the event that medical transport arrives before the family, and D4G is advised that the child must be transported for emergency treatment, a staff member familiar with the child will accompany the child and remain with him or her until an authorized family member arrives to assume responsibility for the child. By enrolling a child in D4G, families authorize the center to obtain medical care for their child in the event of a medical emergency, including transportation for medical care and any medical care determined appropriate by medical personnel.

On our enrollment form we ask for a family's insurance carrier and the policy number. It is important families report any information changes immediately. Families are responsible for payment of all medical services rendered.

Inclement Weather & Unanticipated Closings

In the event that the Irvington school district determines that inclement weather makes it unsafe for schools to open for the day, or indicates that a delayed opening would be safer, we will follow suit. In such event, we will notify families via text message and phone.

The Director may choose to close the center mid-day in the event of hazardous weather or a loss of power, heat or water. Families will be notified by phone and text message, if the center closes unexpectedly during regular center hours.

D4G reserves the right to make an independent decision to close the center due to weather or other unforeseen circumstances if the Director determines doing so is in the best interests of our community. D4G does not offer refunds or add additional days to make up for closures that are out of our control.

Always use your best judgement when inclement weather hits; if you do not feel as though it is safe for your child to attend D4G because of the road conditions in your area, please keep your child home and safe.

Limited Entry

The safety of your child is D4G's first priority; therefore, only authorized individuals with a need to be in the building will be granted entry. D4G keeps all exterior doors locked at all times, except during pick up and drop off. During these transition times, we employ a security guard to monitor our entrance and to ensure the safety of our community members.

We will refuse entry to anyone who does not have a documented reason to be in our building. All adults must provide a photo ID in order to be admitted to D4G.

D4G community members may not hold the door open for anyone you do not recognize as a fellow family member or staff member of D4G.

Child Abuse Reporting

All employees of D4G are Mandated Reporters, meaning that they are required to report any and all suspicions of child abuse or neglect immediately to the State Central Registry Hotline at 1.877.NJABUSE / 1.877.652.2873

D4G shall not delay the reporting of suspected abuse or neglect to conduct an internal investigation to verify the abuse or neglect allegations.

Employees do not need permission from the Director or anyone else to make such a report if the employee feels it is warranted.

Smoking, Drugs, Alcohol, Weapons & Explicit Material Prohibition

To protect the health and safety of all employees, families and students,

- smoking and vaping
- narcotics, alcohol and other impairing drugs/paraphernalia
- firearms, knives and other weapons
- sexually explicit material

are all strictly prohibited within the confines of D4G, including the playground, the parking lot, and personal automobiles in our parking lots. These items are also prohibited at all D4G events, whether on or off-site.

In the event that an employee suspects that a member of the D4G community is engaging in substance abuse, the police will be notified.

Regulations

No Discrimination

D4G does not discriminate on the basis of race, color, creed, sex, religion, national or ethnic origin, handicap, ancestry or whether a child is being breastfed.

Inclusion & ADA Compliance

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

All children who have documented special physical, developmental or behavioral needs must have an individualized plan for specialized care from a professionally qualified source.

D4G complies at all times with the requirements of the Americans with Disabilities Act (ADA). This means that we will not discriminate against persons with disabilities on the basis of disability, and will provide children and families with disabilities with an equal opportunity to participate in our program and services.

Specifically:

- We will not exclude children with disabilities from our program unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- We will make *reasonable modifications* to our policies and practices to integrate children and families with disabilities into our program unless doing so would constitute a *fundamental alteration*.
- We will provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- We will generally make our facilities accessible to persons with disabilities. Our building is *fully accessible* in compliance with ADA standards.

Activity Permission, Assumption of Risk and Release

By enrolling a child in D4G, families actively give permission for that child to attend and participate in all aspects of D4G activities, including staff supervised walks in the neighborhoods surrounding D4G. This includes, but is not limited to, utilizing the playground equipment, both indoor and outdoor materials and riding in D4G buses.

Families release D4G, its staff, owner and agents from all claims, liability and damages that the family or the child may have for personal injuries or property damage resulting from the child's participation in D4G. This release includes personal injury or property damages caused by negligence, active or passive, of D4G, its staff, owner and agents; however, the release does not apply to liability for gross negligence, willful injury or fraud, and is not intended to release D4G insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted.

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.

Families can view this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families [HERE](#).

Licensing Standards for Child Care Centers

As a licensed child care center, D4G complies with all licensing regulations for child care centers as detailed by the State of New Jersey Department of Children and Families. A copy of these regulations can be found [HERE](#). A copy of our current license is posted in the D4G office at all times.

At any time, a family may request to see a copy of the State Licensing Compliance Inspection Report which is kept in the D4G office.