

Canfield Kids Policy and Procedures Handbook

canfieldkids@gmail.com

973-366-0590 ext.378

About Canfield Kids

Canfield Kids offers a before and aftercare program that are open to children up to 6th grade

Canfield Kids strives to provide children with:

- A safe, clean, and structured environment that encourages both independent and group learning through discovery
- A space where children feel comfortable to play, learn, and socialize, with positive guidance, warmth, and understanding
- Homework assistance for school-age children and other learning opportunities, both structured and self-guided
- Excellent care that promotes social, emotional, physical, and intellectual growth through developmentally appropriate activities

Canfield Kids Staff

The staff members at Canfield Kids are childcare professionals who have experience working with children of all ages. Prior to employment, everyone goes through extensive interviews, background and reference checks, including criminal history and sex offender screenings. All staff receive continuing education with emphasis on child development, positive discipline, school safety/security, and health/hygiene. Staff members are CPR, first aid, AED, and Epi-pen certified.

Admission and Enrollment

Canfield Kids requires a completed enrollment packet before admission is approved. Enrollment packets can either be submitted via email or placed in the MHEF mailbox in the Canfield Avenue School main office.. Applications for enrollment are accepted without regards to race, religion, sexual orientation, gender, or national origin. Canfield Kids does, however, reserve the right to refuse service to any family or child who does not follow the policies and procedures of the handbook, or who poses an emotional or physical threat to other children or families. There will be a non-refundable registration fee of \$50.00 to be submitted with enrollment packet (or \$25.00 for those only utilizing drop-in services).

Payment Information

Canfield Kids collects tuition on a monthly basis, which is due by the 1st day of each month for that entire month. If tuition is not paid by the 5th of the month, the child will not be admitted to Canfield Kids. CK requires payment by check only. Other payment options may be available at the discretion of the MHEF. Tuition cannot be prorated for hours or days missed for any reason. Tuition payments reserve the child's space with Canfield Kids. Canfield Kids does not get involved with legal tuition payment agreements. Regardless of divorce, custody, or separation, we establish only one account per family. We still require the full tuition payment at the start of each month, regardless of your payment agreement within your family. If one party is not paying their portion of the tuition, the account will remain delinquent until all outstanding balances are paid in full. Keep in mind that you will be responsible for payment of the program you signed up for, regardless of attendance,

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unless you indicate that you plan to stop service in writing (via email). It is your responsibility to notify Canfield Kids if your child's schedule has permanently or temporarily changed.

Calendar and Emergency Closings

Canfield Kids primarily operates on the same schedule as Canfield Avenue School, you will be notified in advance of any exceptions when possible.

Arrival and Departure of Enrolled Children/Operating Hours

Before Care at Canfield Avenue School Gymnasium

All children in third grade and under must be dropped off to Canfield Kids by their parent or an accompanying adult. Children in fourth grade and up may come into the program unattended, however it remains the responsibility of the parents to ensure they enter the building safely. Morning drop off occurs at the metal doors that go directly into the gym on the Baker Street side. A Canfield Kids staff person mans the door and lets children into the building, but it otherwise remains locked. 7:00 AM to 8:15 AM.

Aftercare at Canfield Avenue School Gymnasium

Proper arrangements must be made between the parents and school staff for appropriate transfer to Canfield Kids, as we cannot accept responsibility for children until they reach our custody. If we are expecting a child and they do not show up, we will make all efforts to locate the child. In order to ensure the safety of all children and out of respect to our staff, parents must notify Canfield Kids when their child will be absent. Children coming to Canfield Kids from classrooms are not our responsibility until they reach us. 3:20 PM to 6:00 PM.

Important Parking Information

Parents are not allowed to park in the faculty parking spots. On the Baker Street side facing the school are guest parking spots that can be used by parents for drop off and pick up. Nobody can park in the fire lane at any time. The police department will ticket you if you are found parked there.

Release of Children Policy

Each child may be released only to the child's parents or to those persons authorized by the parent to take the child from Canfield Kids and to assume responsibility for the child in the event that the parents cannot be reached. Photo identification (drivers' license, state identification card) will be required and a phone call to a parent will be made if the childcare provider is still in doubt. If someone not on the list is to pick up, written notification from the parent or guardian will be needed or the child WILL NOT be released. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Canfield Kids shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parents or persons authorized by the parents fail to pick up a child at the time of daily closing, we will ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parents or person authorized by the parents;

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3) An hour after closing time, provided that other arrangements for releasing the child to his/her parents or person authorized by the parents have failed, the staff member will call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1- 877-652-2873) to seek assistance in caring for the child until the parents or person authorized by the child's parents is able to pick-up the child.

If the parents or person authorized by the parents 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, Canfield Kids will 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 by the parents;
- 3) If the center is unable to find alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1- 877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

Child Custody Issues

Release of Child

Canfield Kids has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a parent. Any restraining orders restricting access to a child must be presented to Canfield Kids at the time of enrollment or as soon as it is issued. A recent and representative photo of the person or persons forbidden from picking up must accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Wharton Police Department while the child remains in our custody.

Discipline Policy

The staff at Canfield Kids is committed to providing an environment where children feel safe and comfortable. The staff always will use a positive approach to discipline. Good behavior is encouraged through example and always recognized. Canfield Kids staff make every effort to continuously praise any child displaying good listening skills. All children are encouraged to use skills that will allow them to resolve conflicts and have their needs met without resorting to aggressive or destructive behavior. Discipline and guidance of your child will be as consistent as possible. It will be based on an understanding of their needs and development. Children will be disciplined with positive reinforcement that promotes self-esteem and that encourages self-control and self-direction. Occasionally, a short "cool down time" will be applied when a staff member feels that it is necessary to remove a child from a situation. This gives the child time to think about their actions and to cool down. At no time will there EVER be any form of physical punishment at Canfield Kids. If the staff is unable to help the child control their behavior, a parent will be contacted to intervene.

Biting

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A child overwhelmed by anxiety may bite. It is difficult and frustrating for the parents, the children, and the caregiver involved. Our policy is to attempt to stop chronic biting by observing and documenting the episodes. Biting is strictly prohibited at Canfield Kids and children who bite will be sent home. We understand it might create hardship for parents, but we must protect the other children in these cases.

Cool Down Time

When we see a child exhibiting signs of anger, aggression, or other forms of misbehavior, we may issue a "cool down time". This is essentially a time-out from activities that is meant to allow the child the opportunity to calm down and reflect on their behavior and on what is bothering them. During this time we also remind them of breathing techniques to help calm down.

Corrective Action and Expulsion Policy

An expulsion is meant to be an opportunity for the parents to work on the child's behavior or to come to an agreement with Canfield Kids. Unfortunately, there are sometimes reasons we need 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 in order to prevent this policy from being enforced. The following are proactive actions that may be taken in order to prevent expulsion from Canfield Kids:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, and/or supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time and space to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally and given a copy, upon request, of the written documentation of behaviors.
- The director, staff, and parent/guardian will discuss how to promote positive behaviors.
- Staff may recommend an evaluation by a professional consultation or by the local school district child study team.

Schedule of Corrective Action

The following is the schedule of actions Canfield Kids will take if the above proactive actions do not correct behavior:

First, parent will be given verbal and written notification of the disruptive behaviors that may lead to expulsion.

Next, Canfield Kids will meet with parents and issue the child a Probationary Notice. This will indicate the reason for probation and the time frame in which the child has to show improvement. The parents will be informed about the expected behavioral changes required in order for the child or parent to return to the Canfield Kids.

Finally, Canfield Kids will conduct a final reevaluation. If the child still has not shown improvement, Canfield Kids may issue a letter of termination indicating expulsion from the program. Canfield Kids will give

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sufficient time for parents to find alternative child care arrangements (1-2 weeks, depending on the risk to other children's welfare). This letter will indicate a specific expulsion date, whether or not it is a temporary or permanent expulsion, and a time frame in which the parent/guardian has to find new child care arrangements.

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. Admission to the program may be denied after (5) late payments.
- Failure to complete required enrollment forms, including immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse toward Canfield Kids staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Excessive biting.
- Ongoing physical or verbal abuse to staff or other children.

Reasons a child will NOT be expelled

- If a parent made a complaint to the Office of Licensing regarding an alleged violations of the licensing requirements.
- Reports abuse or neglect occurring at the center.
- Questions our policies or procedures.
- Without giving sufficient time for parents to make other child care arrangements.

While we will try everything in our power to help your child with behavior modification, the final decision on expulsion will be at Canfield Kids' discretion.

Allergies and Medication Administration

Allergies

Any and all food or other allergies MUST be brought to the attention of Canfield Kids. Special medical arrangements or dietary needs will need to be discussed with the director to determine the best course of action for the safety of all the children.

Injury and Emergency Procedures

Non-Urgent Injury Situation

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The following steps will be followed for non-urgent injury situation:

- The child's injury will be cared for at the center by Canfield Kids staff.
- The staff in charge will write an Injury Report to inform parents of what happened and how the injury was treated.

Parents sign this as they pick up at the end of the day to acknowledge that they were informed. Injury/incident reports are kept in your child's folder, but take-home copies can be made upon request.

Mild to Moderate Injury Situation (including head injuries)

The following steps will be followed for mild to moderate injury situation:

- Parents will be contacted and informed about the accident/incident and how it was treated.
- Staff will also put in writing what happened, how it was treated, and that the parents were contacted by phone. Parents sign this as they pick up at the end of the day to acknowledge that they were informed. Injury/incident reports are kept in your child's folder, but take-home copies can be made upon request.

Please know that Canfield Kids will sometimes give a courtesy call to parents. This is often when a non-urgent or mild injury occurs, but we feel the parents would want to know about it right away. Although an injury may not necessarily require medical attention, Canfield Kids feels it should be up to the parents to determine if they would like their child to see a doctor.

Severe Injury Situation

The following steps will be followed in an emergency situation:

- The parent/guardian will be contacted immediately.
- The child's health care provider will be contacted.
- We will attempt to contact you through all of the emergency persons listed on the child's application form.
- If we cannot contact you, your child's health care provider, or other emergency contacts, we will do any or all the following:
 - o Call for emergency first aid assistance/transportation.
 - o Have the child transported to an emergency hospital in the company of a staff member.

Be advised that in cases of severe emergency and/or when time is of the essence, a call to 9-1-1 will be the first action taken, followed by parent/guardian.

Note: Parent Communication About Injuries

If one of the following types of injuries occur at Canfield Kids, we will contact parents or emergency contacts immediately. These injuries may be mild to moderate, but seeking medical attention is at the discretion of the parents:

- A fall from a height
- A head injury
- A bite that breaks the skin

Required Medical Assessments

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Health Physical

All children enrolled in Canfield Kids Program must have a complete health physical and return the Health Status Form prior to their start date.

Immunizations

Each child enrolled at Canfield Kids Program must meet the applicable immunization requirements specified by the State of New Jersey. All immunizations required for the child's age must be completed and documentation provided to the center 48 hours prior to start date.

Special Health Care Needs Forms

All children who have a medical condition requiring special treatment, including administering medication, must complete these forms before their start date at Canfield Kids.

Management of Communicable Diseases

Illnesses

If your child is exhibiting any of the following symptoms, they will not be permitted into our care:

- Severe pain or discomfort accompanied by any abnormal symptoms
- Acute diarrhea (three or more episodes)
- Two or more episodes of acute vomiting
- Elevated ear temperature of 100.4 degrees Fahrenheit
- Sore throat with fever or white spots on tonsils
- Lethargy accompanied with fever, rash, or crankiness
- Severe productive coughing or uncontrolled nasal discharge (green in color)
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

If such symptoms should occur, parents will be contacted and will need to pick up the child immediately. After receiving notification, we require that your child be picked up from the program WITHIN ONE HOUR. Failure to pick up a sick child in a timely manner endangers the health of all children in the classroom and may result in termination from the program.

Returning After an Illness

Children who have been sent home or who were absent due to a contagious illness will not be permitted to attend the next day. Children will only be permitted back when:

- They are fever and/or symptom free for at least 24 hours without help of a fever reducer medication.
- They have been on antibiotics for at least 24 hours AND have been symptom and/or fever free for 24 hours.

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- They have a physician's statement indicating the child is no longer contagious and is ready to return to center activities. Canfield Kids | Mine Hill Educational Foundation | canfieldkids@gmail.com

Table of Excludable Communicable Diseases

If a child should contract any of the following illnesses, they will not be permitted to return to school without a physician's statement stating they no longer pose a risk to others. If your child is exposed to any communicable diseases while at school, you will be notified in writing.

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

Health, Safety, and Emergency Plans

Canfield Kids undergoes routine inspections for health, fire, and safety as outlined and defined by the requirements for operation in a public school building, as well as the requirement of the NJ Department of Children and Families..

Outdoor Recreation

Canfield Kids promotes spending time outdoors each day, weather permitting. Open-ended activities and age appropriate equipment is provided. Canfield Kids also takes full advantage of the playground. We aim for a minimum of 45 minutes outside per day. Please make sure children are wearing appropriate clothing for the outdoor activities. The New Jersey Department of Children and Family requires that we offer an appropriate amount of physical activity, gross motor play, socialization time, and child selected structured and unstructured activities.

Personal Items

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Personal items such as toys, video games, electronics, and other items from home are prohibited at Canfield Kids. Canfield Kids will not be responsible for any lost, broken, or stolen items.

Electronics Policy

After careful consideration, we have decided to allow students in **grades 5—6 only** to bring in a personal handheld electronic device, only to be used during designated “tech times” during the day.

Should you opt to allow your fifth or sixth grader to bring such toys (cell phones, tablets, video games, etc.) from home, please understand that CANFIELD KIDS IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED ITEMS. At no time are personal devices locked up or left for our staff to watch over. They are solely the responsibility of the student.

Please discuss all of the following rules with your student so they understand the responsibility of having such toys at Canfield Kids:

1. No sharing, borrowing, or trading of any kind. If a student brings in their personal handheld electronic device, they are the only one permitted to use it.
2. Devices are to be used during “tech time” only.
3. Devices are not to be used during outside time
4. Interactive online games, social media, and any other activities that involve interaction with other devices is deemed unsafe and is strictly prohibited. Games/apps depicting violence (ex. Fortnite) are strictly prohibited. Other games may be deemed inappropriate at our staff’s discretion.

If the above rules are not adhered to, the following steps will be taken:

- FIRST INFRACTION – The student will receive a verbal warning.
- SECOND INFRACTION – The device will be confiscated for the remainder of the session.
- THIRD INFRACTION – The device will be confiscated for the remainder of the session. Incident will be written up and require parent/guardian signature.
- FOURTH INFRACTION – The device will be confiscated for the remainder of the session and returned directly to the person picking the student up. The student will not be permitted to bring their device until further notice, possibly indefinitely.

Meals

Children will have “ready to eat” meals and snacks they bring from home at a scheduled time each day. Please also send a refillable water bottle.

Technology and Social Media Policy

Canfield Kids currently does not use any social media networking or any other websites for communication with parents. Our primary methods of communication are email and telephone only. No staff member is permitted to reach out to the parent other than the director and program supervisors. Parents and staff must abide by the following regarding technology and social media: No posting of pictures, videos, personal or sensitive information in connection with Canfield Kids.

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Policy Changes and Amendments

Upon enrollment, parents will be provided with this manual and an opportunity to read and discuss with the director the information within. Parents are welcome and encouraged to raise any questions or concerns they may have. Canfield Kids reserves the right to revise or amend any policy at any time, however, we will always make every attempt to notify all parents of changes or amendments in a timely fashion.