

## PARENT HANDBOOK INDEX

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[www.tmcch.org](http://www.tmcch.org)

## **WELCOME TO THE MADISON BASCC PROGRAM**

(Before and After School Child Care)

**PURPOSE:** The purpose of this program is to support the parents of children attending the elementary schools in this Borough by providing quality childcare beyond the normal school hours. The goal will be to provide well-planned, flexible activities, consistent with school and home environment, conducive to creative play, respectful interaction among the children, and independent study. The program will be operating on a not-for-profit basis.

**ADMISSION POLICY:** The program is open to ALL children enrolled in the elementary school in the Borough of Madison. Students may use the program on a “Regular Weekly Basis”, on to five days per week AM and/or PM, every week, or on an “Occasional Use Basis” – day to day on an irregular basis. Drop-ins will be accommodated if space allows.

**LICENSING:** The program is licensed as a School Age Child Care Center by the State of New Jersey, Department of Human Services, Division of Youth and Family Services.

**ADMINISTRATION:** The program is sponsored and administered by the Thursday Morning Club/Madison Community House. The Madison Community House Board of Directors, which has eight (8) members, is the administering body with the Chairman acting as representative and spokesperson for the group. The Board is accountable for the development and overall operation of the program and for ensuring compliance with all applicable provisions of the Manual of Requirements for Child Care Centers of the State of New Jersey.

**SUPERVISION:** The program is staffed by qualified, caring personnel who have the educational background and/or related work experience required by the State of New Jersey. The Program Supervisor and Child Care Staff will be present at all times. A Staff/Child ratio of 1:12 will be maintained. This exceeds the state requirement of 1:15 for School Age programs. Program Supervisors/Child Care Directors, Child Care Aides; and Junior Child Care Aides will be hired. We will seek to involve volunteers from our own club members who will supplement the Staff/Child ratio of 1:12.

## **POLICIES AND PROCEDURES**

### **PARENT'S EXPECTATIONS OF THE PROGRAM**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the director about concerns related to their child or the program.
3. They will be informed promptly if their child does not arrive at the Program according to his/her enrollment information.
4. They will be regularly informed about Program activities.
5. They may participate in the planning/implementing of Programs if they so desire.
6. They will be told of any misbehavior on the part of their child, and they will be asked to visit with the Program Supervisor / Child Care Director in order to bring about improvement in any situation of concern.

### **PROGRAM'S EXPECTATIONS OF THE PARENTS**

The Program expects that parents will:

1. Keep their child's records up-to-date as explained in the enrollment forms.
2. Pick up children on time as explained in "Afternoon Closing Time".
3. Follow health policy as explained in "Healthy and Safety Policy".
4. Contact the Program if their child will not be attending on a scheduled day.
5. Pay attention to any communications from the Program regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.
6. Pay fees on time as explained in "Fees and Payment Policy".

### **CHILDREN'S EXPECTATIONS OF THE PROGRAM**

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities as allowed on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

### **PROGRAM'S EXPECTATIONS OF THE CHILDREN**

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guides them during the day and will continue at the Program.
3. Remain with the group and Child Care Staff at all times and observe all "off limits" school equipment and other student's personal property.
4. Arrive at the Program promptly, according to the enrollment information.

## **PROGRAM POLICIES**

### **HOURS OF OPERATION**

1. The Program calendar generally follows the school district calendar. Separate BASCC calendar is enclosed.
2. Daily hours are: Mornings 7:00 to 8:30 AM and afternoon's 3:15 to 6:15 PM.

### **DAYS OF OPERATION**

1. See attached BASCC calendar.

Holiday Camp is a separate program requiring separate registration forms and tuition. Is it held at the Madison Community House between the hours of 7:00 AM and 6:00 PM. Forms and scheduled events will be sent to you 2 – 3 weeks prior to each Camp.

### **LOCATION**

1. Madison BASCC will operate on site at each of the three elementary schools; Central Avenue, Kings Road and Torey J. Sabatini. The Program will have use of the gym or multi-purpose room, the fields and playgrounds.
2. Holiday Camps will be held at the Madison Community House located at 25 Cook Ave., Madison.

### **COMMUNICATION BETWEEN PROGRAM AND PARENT**

1. Communication between parent and Program is very important to use. Feel free to contact us anytime you have a question or concern.
2. Main office number at the Madison Community House is 973-377-3105
3. School site numbers are:
  - Central Ave. - 973-722-9331
  - Kings Road - 973-722-9332
  - Torey J - 973-722-9333

## **SNACKS**

1. Morning Program – A nutritious breakfast snack will be served. Children may bring a packed breakfast if they so desire.
2. Afternoon Program – A nutritious snack will be served at approximately 3:30 PM.

## **CHILD'S PERSONAL PROPERTY**

1. Children's personal property, coats, clothing, school bags etc. must be cleared from the Child Care Room after each session of the Program.
2. Program staff will take any personal property that remains after the session to the school office lost and found box.
3. Although the staff should attempt to help children stay organized, the Program cannot be responsible for lost personal property.

## **VISITORS AND OBSERVATIONS**

1. Parents are welcome to observe the Program at any time.
2. For liability and supervision reasons, visiting children may not participate in activities.

## **ABSENCES**

1. It is extremely important that the parent/guardian contact the cell phone of your child's school to report that he/she will not be attending on his/her scheduled day either the AM or PM session for whatever reason. This will eliminate any unnecessary confusion and anxiety for the staff. **CAS** – 973-722-9331, **KRS** – 973-722-9332, **TJS** – 973-722-9333
2. We are responsible for the whereabouts of your child if he/she is scheduled to attend the Program. If a child is missing, a search begins to locate that child. This is critical and time consuming. Consistent failure to notify the Program Supervisor that your child will not be attending on his/her scheduled day may result in termination of childcare service.
3. There is a \$10.00 charge for not calling and either leaving a message or speaking with the BASCC staff at your child's school site. Please see phone #'s listed in # 1 above.

## **WITHDRAWAL FROM THE PROGRAM**

1. Parents wishing to withdraw their child from the Program must provide a written letter 15 days prior to the discontinuation of this service.
2. Tuition will be due for the balance of the month or ½ month; whichever amount is greater.

## **HEALTH AND SAFETY**

1. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: Contagious Disease, Fever over 100° F, Vomiting, Diarrhea or Accident requiring medical attention.
2. In case of accident or illness, parents of the child will be called immediately. In serious cases, Emergency Medical Help will be summoned and, if necessary, the child will be taken to a local hospital for treatment. The parent will be called as soon as possible. At no time will an injured child be left unattended. A staff member will stay with the child until the parent arrives.
3. All necessary illness, accident or incident reports must be filled out, given to parent/guardian, signed by parent/guardian, and signed by the attending staff member. A copy will be given to the parent/guardian and a copy will be kept on file at the BASCC Office.
4. If a child has a known medical condition, proper forms, medications and instruction for its application must be given to staff members. These medications will be used should an emergency occur during Program hours.
5. We do not employ the services of a registered nurse; therefore, staff members will not dispense medications to any child in our Program (except in an emergency as above). All staff members will be trained in basic first aid; CPR and observation of the health needs of children and will be able to react to health emergencies.
6. Should anyone appear on the premises with a firearm, the emergency number 911 will be called and children will be taken out of danger and given aid.
7. Staff members are to make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. Staff members will call the police to give the child and parent a ride home. Staff members will not, under any circumstances, give transportation to a parent who appears to be impaired by drugs or alcohol.
8. The Program's license requires staff members to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs and alcohol.

## **INSURANCE**

1. The Program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies. Public school students may sign up for accident insurance through their school office in the fall of each year.

## CHECK IN PROCEDURE

1. For the AM session, **Parents are to bring their children into the Center, sign in and check in with the Program Supervisor.** At 8:30 AM, the child will report to his/her classroom or if requested by parent, be escorted to his/her class by a Child Care Staff Member.
2. For after school sessions, the child will report directly to the multi-purpose room (or designated area) where attendance will be taken immediately each day. In the event that a child who is expected does not arrive, his presence at school will be verified with the school office, then a search of his classroom, outdoors and parking lot will ensue and the necessary phone calls will be made until his whereabouts are confirmed. If unable to confirm his whereabouts, local authorities will be called.

## PICK UP PROCEDURE / RELEASE OF CHILDREN

1. Children are released **only** to the child's custodial parent or person authorized by the custodial parent to take the child from the center and to assume responsibility of that child. That person's name **must** be on the Registration Form under "Authorized Pick Up List" **and should be prepared to show 2 forms of PROPER IDENTIFICATION.** No child will be released from the program without written instruction from the parent or legal guardian.
2. The child must be **Signed-Out** before leaving the Program. A sign-out sheet will be available for that purpose. The child will wait in the building. The child may not wait outside.
3. **LATE PICK-UPS AND FINES** – All children must be picked up no later than 6:15 PM. **If picked up later than 6:15 (by the school clock), a late fee of one dollar (\$1.00) per minute per child will be charged. After three (3) late pick-ups, the fine will increase to five (\$5.00) per minute per child and is considered chronic.** Chronic lateness is grounds for cancellation of childcare as it is a major imposition of the Child Care Staff and their families.
4. In the event that a child has not been picked up at closing time, the staff member will attempt to reach the parent/guardian, using all available phone numbers including emergency contact people. By one hour after closing, if no contact and/or arrangements have been made, the center will call the Social Service Agency in seeking assistance for caring for the child.
5. If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, the Program will secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.
6. The child may attend extracurricular activities on the school premise if the parent/guardian makes proper arrangements with the Program Supervisor.
7. If the parent(s) or person(s) authorized by the parent(s) appears too 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 alternative person(s) authorized by the parent(s); and
  3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

# FINANCIAL POLICY

## REGISTRATION

1. The Program is open to all students enrolled in any of the three elementary schools in Madison. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.
2. The parent/guardian must complete a registration form and submit it along with a non-refundable \$35.00 registration fee/per family at the time of registration. If space is available, your child(ren) may be enrolled immediately. Otherwise, they will be placed on a waiting list.
3. Your child(ren) may schedule any of the option packages listed below:

AM 7:00 to 8:30	Monday	Tuesday	Wednesday	Thursday	Friday
PM to 5:15	Monday	Tuesday	Wednesday	Thursday	Friday
PM to 6:15	Monday	Tuesday	Wednesday	Thursday	Friday

- ❖ Options are AM only, PM to 5:15 only, PM to 6:15 only or a combination of AM and PM.
  - ❖ Occasional users or drop-ins will be accommodated if there is room.
  - ❖ “Holiday Camp” will operate during School Holidays and School Recess Weeks. This is a separate Program requiring separate tuition and will operate at the Madison Community House.
4. All students who would like to enroll in the Program MUST register. This includes fully scheduled students, occasional users and drop-ins.

## ENROLLMENT

1. Parents will be provided with a set of enrollment forms and one BASCC Parent Handbook, which is for use during your child’s enrollment in the BASCC Program. Any changes will be sent out and can be attached to the blank pages at the end of the handbook. All forms must be completed and returned to the Program Office before the child’s first day of attendance at the Program. A completed set of forms is required for each child enrolled in the Program.
2. Registration and enrollment forms may be obtained from the Madison BASCC Program at the TMC-Madison Community House, 25 Cook Ave. or by calling the Program Office at 377-3105 and requesting that forms be sent to you. You may also obtain forms from the Program Supervisor at each school site or come in person to the BASCC Office.
3. Children will be allowed to attend the Program only after all forms have been completed and returned, and the non-refundable \$35/per family registration fee and first month’s tuition fee have been paid. Separate Fee Chart enclosed for your convenience.
4. Please return all completed forms and checks made payable to **TMC-Madison Community House**. Mail to 25 Cook Ave., Madison, NJ 07940 or you may bring them to the mailbox located inside the front door of the TMC-Madison Community House at 25 Cook Ave.
5. The Program expects all forms to be kept current. We must know of any changes regarding emergency persons, names, employers, phone numbers, or arrival/departure times.

## FEES

(Separate fee chart sent with enrollment packet)

1. The Madison BASCC is a “not for profit” program operated by the Madison Community House board under the auspices of the Thursday Morning Club. The program salaries, supplies, and administrative expenses are supported entirely by user fees. The Madison Board of Education is providing the space, utilities and custodial services at a cost of \$1,200/month for the three elementary school sites.
2. The annual registration fee of \$35.00/family is NON-REFUNDABLE.
3. Tuition is based on 180 school days per year (x) the option package chosen for each child. The annual fee is then divided into 10 equal payments. Thus, each monthly payment is the same regardless of the number of school days in a particular month. The monthly tuition fee is payable on or before **the 15<sup>th</sup> day** of the month **PRIOR** to childcare services. No notice of payment due will be sent. Make checks payable to: ***TMC-Madison Community House*** and mail to 25 Cook Ave., Madison, NJ 07940 or you may bring them to the mailbox located inside the front door of the Community House.
4. Tuition includes 180 school days; any scheduled half days and any make up snow days. There is a separate program and tuition for school vacation weeks.
5. A child may be enrolled for the AM session only, the PM Session until 5:15 or 6:15 only, or a combination of both.
6. Discounts are given to those using the program the most and for more than one child enrolled per family. If full 10-month payment is made by August 15<sup>th</sup> there is a discount of \$200.00 for those using the 5 day AM & PM to 6:15 and \$150.00 to those using the 5 day AM & PM to 5:15.
7. Occasional users and drop-ins must register as the state requires that anyone attending the program provide the necessary information to assure the health and safety of the child. If space is available, the drop-in student will be accommodated. Drop in rates are as follows:  

AM = \$8.00    PM 5:15 or 6:15 = \$20.00  
Half Days = \$30.00    AM Curriculum Delay = \$20.00
8. **Three (3) scheduled changes per school year are allowed without charge. Additional changes are \$10.00/per change/per child. All schedule changes must be made in writing.**
9. **Also, there is a \$10.00 charge for not calling and either leaving a message or speaking with the BASCC staff at your child’s school site NOT the school office.**
10. Contact the Program child care director or board of directors if you have any questions about the fee schedule. You may qualify for reduced service fees. All requests will remain confidential and each request will be equally considered.

## BASCC Payment Schedule

All payments are due ON OR BEFORE the 15<sup>th</sup> of the month prior to childcare services. Invoices are NOT mailed.

Payment #	Month of Service	Due Date for Payment
1	September	August 15 <sup>th</sup>
2	October	September 15 <sup>th</sup>
3	November	October 15 <sup>th</sup>
4	December	November 15 <sup>th</sup>
5	January	December 15 <sup>th</sup>
6	February	January 15 <sup>th</sup>
7	March	February 15 <sup>th</sup>
8	April	March 15 <sup>th</sup>
9	May	April 15 <sup>th</sup>
10	June	May 15 <sup>th</sup>

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**NOTICE:** Invoices will no longer be mailed to parents unless their payment is past the due date of the payment schedule listed above. All payments should be automatically mailed or dropped off to the *TMC - Madison Community House 25 Cook Ave. Madison.*

## DELINQUENT PAYMENTS / FEES

1. Monthly tuition is due on or before the **15<sup>th</sup> of the month PRIOR** to childcare services. See fee schedule on previous page. **THE TUITION SERVICE FEE PAYMENT IS CONSIDERED LATE IF NOT RECEIVED BY THE LAST DAY OF THE MONTH PRIOR TO CHILDCARE SERVICE.** A late notice will be sent and a \$25.00 late fee will be charged.
2. If the monthly tuition service fee remains in **arrears on the 8<sup>th</sup> day of the month of service**, a second notice will be sent to the parent/guardian, advising them of a deadline date for receipt of all past due service fees. **If this final deadline is not met, a date for termination of childcare services is established and upheld.** In this event, the child's home room teacher as well as our Program staff are advised that the child may not attend the childcare program effective on the date that is indicated on this final collection letter to the parent/guardian. **The child will be sent home that day via school bus, or regular walking route, and the parent/guardian is responsible for the child upon returning home.**
3. There will be a **\$35.00 charge** for a **NSF returned check**.
4. It is our objective to make every reasonable effort to accommodate extenuating financial dilemmas that may cause a late or incomplete payment. The parent/guardian **MUST** communicate any extenuating circumstances to the Program Supervisor/Child Care Director so a mutually agreeable course of action can be taken to safeguard service to the child and preserve parent/guardian and Program relationships.
5. **There is a \$10.00 charge for not calling and either leaving a message or speaking with the BASCC staff at your child's school site NOT the school office.**

## IRS STATEMENTS

Childcare expenses are tax-deductible items on your Federal Income Tax Forms. This Program will provide a statement for tax purposes upon request otherwise your cancelled check is your receipt. We suggest that you keep a record of your monthly checks as an accurate account of your childcare expenses. Our taxpayer identification number is **EIN 22-6033906**.

## DROP OFF BOX AT THE MADISON COMMUNITY HOUSE

For your convenience BASCC has a payment drop off mailbox located at the Madison Community House. It is located in the front door foyer on the right hand side. This saves you time from having to go to the 2nd floor office and is convenient for after hours drop offs. Payments are **NOT** to be left at the school sites with the counselors.

# **DISCIPLINE, DISCHARGE AND EXPULSION**

## **DISCIPLINE**

1. Children are entitled to a supportive, pleasant, and harmonious environment. The Madison Before and After School Child Care (BASCC) will provide such an environment. Positive child guidance management methods will be used in this Program. Should a child need disciplinary action, the discipline will be positive, gentle, timely, and appropriate to the infraction.
2. Staff member will not:
  - ❖ Use hitting, shaking or any other form of corporal punishment
  - ❖ Use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment
  - ❖ Engage in or inflict any form of child abuse and/or neglect

## **DISCIPLINARY PROCEDURES AND INCIDENT REORTS**

1. Madison BASCC cannot serve children who display chronically disruptive or physically aggressive behavior.
2. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that:
  - ❖ Requires constant attention from the staff
  - ❖ Inflicts physical or emotional harm on other children
  - ❖ Abuses the staff
  - ❖ Ignores or disobeys the rules which guide behavior during both school and Program time.
3. Reasonable efforts will be made to assist children in adjusting to the Program setting. Disruptive behavior will be dealt with in the following manner.
  - ❖ The misbehaving child will have the unacceptable behavior explained to him/her and a warning will be issued.
  - ❖ If the warning is ignored and misbehavior continues, a second warning will be issued and a five (5) minute “time out, cooling off” period will be imposed.
  - ❖ The third time, a five-minute period will be imposed, an incident report will be written by the caregiver, given to the parent/guardian at time of pickup to be read and signed. This report will be part of the child’s enrollment information.

## **PARENTAL ACTION FOR CHILD'S EXPULSION**

1. Failure to pay / habitual lateness in payments.
2. Habitual tardiness when picking up your child.
3. Physical / Verbal abuse to staff.

## **CHILD DISCHARGE / EXPULSION**

1. If a child receives three (3) written behavior-related reports, the child will be suspended effective the end of the day of the third report. During the first week of the suspension, the parents, caregiver and two members of the Board of Directors, other than the child's parent will meet in a conference setting in order to determine the conditions for reinstatement. Parents will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the Program or is discharged by action of the Board of Directors. Tuition and refund policies shall be as set out in the Schedule of Fees.
2. If the child is reinstated in the Program and receives a fourth behavior-related report, the Program Supervisor/Director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The director may make such recommendations to the Board of Directors as are appropriate, including discharge without the right of reinstatement. The Program Supervisor/Director will bring this to the prompt attention of the Program's Board of Directors who will act upon the recommendations of the Program Supervisor/Director regarding continuation of the child in the program. Parents will continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the Program or is discharged by action of the Program Board of Directors, who will notify the parent. Tuition and refund policies shall be as set out in Schedule of Fees.
3. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Program, discharge will be effective immediately after the Program Supervisor/Directors consults with the Board of Directors who will notify the parent.

## **A CHILD WILL NOT BE EXPELLED**

If a child's parent (s):

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
2. Reported abuse or neglect occurring at the center.
3. Questioned the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other child care arrangements.

**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirement, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care and Youth Residential Licensing, in the Department of Children and Families (DCF) In keeping with this requirement, the center must secure every parent’s signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you’re in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety staff qualifications, supervision and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5.00 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, Office of Licensing, Publications Fees, PO BOX 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violation of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child’s departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center’s copy of the Office of Licensing Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office’s Complaint Investigation Summary Report, as well as any letter of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

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

Parents of enrolled/children may visit our center at any time without having to secure prior approval from the director of any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing or special event away from the center, and must obtain prior written consent from parents before taking a child on each trip.

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by an adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

## Reportable Diseases

The following diseases must be reported to the local health department and the Bureau by the next working day after the center learns that a child of staff member has been diagnosed.

Amebiasis	Rabies
Anthrax	Rat Bite Fever
Atypical Mycobacterioses	Relapsing Fever, Louse-Borne
Babesiosis	Reye's Syndrome
Botulism	Rickettsial Diseases
Brucellosis	Including: Q Fever
Campylobacter Fetus Diseases	Rickettsialpox
Cholera	Rocky Mountain Spotted Fever
Dengue	Typhus Fever
Diphtheria	Rubella (German Measles)
Encephalitis, Infectious (Specify)	Including: Congenital Rubella Syndrome
Food / Water-Borne Disease	Salmonellosis
Giardiasis	Shigellosis
Guillain-Barre Syndrome	Smallpox
Hepatitis	Tetanus
Type A	Toxic Shock Syndrome
Type B	Trachoma
Non-A Non-B	Trichinosis
Unspecified	Tuberculosis
Hydatid Disease	Tularemia
Kawasaki Disease	Typhoid Fever
(Mucocutaneous Lymph Node Syndrome)	Veneral Diseases
Legionellosis	Including: Chancroid
Including: Legionnaires' Disease	Gonorrhea
Potain Fever and diseases caused by	Granuloma Inguinale
atypical Legionella-Like Organisms	Lymphogranuloma Venereum
Leprosy	Ophthalmia Neonatorum
Leptospirosis	Syphilis, Infectious
Lyme disease	Viral Hemorrhagic Fevers
Malaria	Including, but not limited to:
Measles	Ebola
Meningitis, Infectious (Specify)	Lassa
Meningococcal Disease	Marburg
Mumps	Diseases caused by Vibrio Species
Pertussis	Including: Cholera
Plague	Yersiniosis
Pneumocystis Carinii Pneumonia	Yellow Fever
Poliomyelitis	
Psittacosis	

For information on other diseases that are not reportable, contact: The state Department of Health 609-292-7300.

## **Reportable and Communicable Diseases**

### **What is a reportable disease?**

A reportable disease is an illness that the Department of Health wants to know about to keep others from catching it. If a staff member of an enrolled child has a reportable disease, you must call the local health department and the Bureau of Licensing by the next working day.

### **What diseases must be reported?**

The following reportable diseases are commonly seen in children:

German Measles	Whooping Cough
Hemophilus Influenzae	Giardia Lamblia
Measles	Hepatitis A
Meningococcus	Salmonella
Mumps	Shigella
Tuberculosis	

A complete list of reportable diseases, including diseases rarely seen in children, is on the previous page.

### **What is a communicable disease?**

A communicable disease is an illness that can be caught from other people.

All of the reportable diseases listed above are communicable. Other communicable diseases commonly seen in children are:

Chicken Pox	Lice
Strep Throat	Scabies
Impetigo	

You do **NOT** have to report the diseases on the list directly above, but staff members or children with untreated cases of these diseases should not be at the center until they are no longer contagious. A doctor can tell you if someone has one of these diseases and if the person is contagious.

# MADISON BASCC CALENDAR

## 2011 – 2012

<b>September 7, 2011</b> September 29, 2011	First Day of School – BASCC Starts Rosh Hashanah – <b>Camp at MCH</b>
<b>October 10, 2011</b> October 24, 2011 October 25, 2011	Columbus Day– <b>Camp at MCH</b> Half Day at School Half Day at School
November 10, 2011 November 11, 2011 November 23, 2011 November 24, 2011 November 25, 2011	NJEA – <b>Camp at MCH</b> NJEA – NO SCHOOL / <b><u>NO CAMP</u></b> Half Day at School <b>Happy Thanksgiving – NO BASCC</b> <b>NO BASCC</b>
<b>December 7, 2011</b> December 23, 2011 December 24, 2011	2 Hr. Curriculum Delay (BASCC Available – Must Sign up) Half Day at School <b>Happy Holidays – NO BASCC</b>
<b>January 2, 2012</b> January 16, 2012	<b>Happy Holidays – NO BASCC</b> <b>Martin Luther King, Jr. Day – NO BASCC</b>
<b>February 1, 2012</b> February 20, 2012 February 21, 2012 February 22, 2012 February 23, 2012 February 24, 2012	2 Hr. Curriculum Delay (BASCC Available – Must Sign up) Winter Recess – <b>Camp at MCH</b> Winter Recess – <b>Camp at MCH</b> Winter Recess – <b>Camp at MCH</b> Winter Recess – <b>Camp at MCH</b> Winter Recess – <b>Camp at MCH</b>
<b>March 15, 2012</b> March 16, 2012 March 28, 2012	Half Day at School Half Day at School 2 Hr. Curriculum Delay (BASCC Available – Must Sign up)
<b>April 6, 2012</b> April 9, 2012 April 10, 2012 April 11, 2012 April 12, 2012 April 13, 2012	<b>Good Friday – NO BASCC</b> Spring Recess – <b>Camp at MCH</b> Spring Recess – <b>Camp at MCH</b> Spring Recess – <b>Camp at MCH</b> Spring Recess – <b>Camp at MCH</b> Spring Recess – <b>Camp at MCH</b>
<b>*May 25, 2012</b>  May 28, 2012	<b>*Memorial Day – NO BASCC</b> (*School day only if 3 snow days needed) <b>Memorial Day – NO BASCC</b>
<b>June 22, 2012</b>	Last Day of School – Half Day at School

**NOTE:** BASCC follows the Madison School District schedule regarding delayed openings / early closings. If school is delayed or closed there is **NO BASCC**. Half Days are held at your child's school from 12:45 p.m. until your scheduled pick up time; please supply your child with lunch on half days. All camps are held at the Madison Community House (MCH), 25 Cook Ave. **Curriculum Delayed Openings** BASCC **will be** available from 7:00 – 10:30. You **MUST** sign up to participate, if you use the AM schedule on a daily basis or the delay falls on your normal morning you do not have to sign up.

**BASCC MONTHLY TUITION SCHEDULE**

		<b>AM</b>	<b>PM TO 5:15</b>	<b>PM TO 6:15</b>	<b>AM &amp; PM</b>	<b>AM &amp; PM</b>
		<b>ONLY</b>	<b>ONLY</b>	<b>ONLY</b>	<b>To 5:15 PM</b>	<b>TO 6:15 PM</b>
	# of Hours	1.5	2	3	3.5	4.5
Days Per Week						
5	First Child	\$120	\$160	\$237	\$278	\$356
	Sibling	\$97	\$128	\$190	\$223	\$285
4	First Child	\$110	\$145	\$215	\$251	\$322
	Sibling	\$87	\$116	\$172	\$202	\$258
3	First Child	\$90	\$120	\$180	\$208	\$267
	Sibling	\$72	\$97	\$143	\$166	\$214
2	First Child	\$68	\$90	\$132	\$154	\$198
	Sibling	\$54	\$72	\$106	\$124	\$158
1	First Child	\$38	\$50	\$73	\$84	\$108
	Sibling	\$30	\$40	\$58	\$69	\$87
Morning Drop In	Any Child	\$8				
Afternoon Drop In	Any Child	\$20				
Half Days	Any Child	\$30				
2 Hr. AM Delay – Curriculum <b>ONLY</b>	Any Child	\$20				
Holiday Camps	Any Child	\$45				

# SAMPLE

## Madison Community House BASCC

### January Calendar of Events

<u>Sun.</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Sat.</u>
						1
2	3 <u>Arts &amp; Crafts</u> “Things I Like” Collage	4 <u>Science &amp; Tech</u> Bottle Rockets	5 <u>Sports &amp; Games</u> Kickball	6 <u>Sensory Exploration</u> Blindfold Walk	7 <u>Sounds of Music</u> Musical Charades	8
9	10 <u>Arts &amp; Crafts</u> Crinkle Crayon Paintings	11 <u>Science &amp; Tech</u> Spoon Catapults	12 <u>Sports &amp; Games</u> Trivial Game	13 <u>Sensory Exploration</u> Relaxation Stimulation	14 <u>Sounds of Music</u> Up and Down	15
16	17 Holiday Camp at Community House	18 <u>Science &amp; Tech</u> Finger Printing	19 <u>Sports &amp; Games</u> Playground Games	20 <u>Sensory Exploration</u> Mystery Bag	21 <u>Sounds of Music</u> Musical Hats	22
23	24 <u>Arts &amp; Crafts</u> Paper Mache Animals	25 <u>Science &amp; Tech</u> Swimming Sharks & Vanishing Pennies	26 <u>Sports &amp; Games</u> Board Game Tournament	27 <u>Sensory Exploration</u> What Did You See?	28 <u>Sounds of Music</u> Sound Creation	29
30	31 <u>Arts &amp; Crafts</u> Pet Trolls					

## **BASCC DAILY SCHEDULE**

3:15 – 3:45	Arrival, Attendance, wash hands, snack
3:45 – 4:30	Homework, board games, cards, drawing, stories
4:30 – 5:00	Physical Activity (Outdoors / Indoors)
5:00 – 6:00	Activity of the day
6:00 – 6:15	Clean up and prepare to go home

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## **DAILY ACTIVITY THEMES:**

Monday:	Arts & Crafts
Tuesday:	Science & Technology
Wednesday:	Sports & Games
Thursday:	Sensory Exploration
Friday:	Sounds of Music

## **Important Numbers & Information to Remember**

**BASCC Office:** 973-377-3105

### **Cell Phone #'s at school sites:**

**CAS:** 973-722-9331

**KRS:** 973-722-9332

**TJS:** 973-722-9333

### **Absences**

For the safety of your child, if your child will not be at BASCC on their scheduled day you **MUST** call us on the cell phone for your child's school, we are not notified by the school office of your child's absence, it is your responsibility to contact us. The cell phones are answered between 7:00 – 8:30 AM and 3:15 – 6:15 PM otherwise you may leave a message on voicemail. The voicemail is checked on a daily basis. Effective 1/1/11 if no call or voicemail is received from a parent there will be a \$10.00 charged.

### **Delayed Openings / Early Closings / Curriculum Delays**

If there is no school, a delayed opening or early closing due to snow or heat there is **NO BASCC**. These decisions are made by the Madison BOE not BASCC and all phone calls are made to parents through a school phone and/or e-mail chain, **NOT BASCC**, please check with your child's individual school. Per the Madison Board of Education BASCC is **NOT** allowed in any school when schools are closed **EXCEPT** for the three (3) curriculum delayed openings. We will be available from 7:00 – 10:30. You **MUST** sign up to participate, if you use the AM and the delay falls on your normal morning you do not have to sign up.

### **Tax ID / EIN # 22-6033906**

Statements for tax purposes or reimbursement through work are only sent out upon request by either phone or letter and can be picked up at the Madison Community House, faxed, e-mailed or mailed. **Our tax ID / EIN # is 22-6033906.**

### **Mailing Address:**

TMC – Madison Community House  
25 Cook Ave.  
Madison, NJ 07940

Checks can also be dropped off at the Community House's mailbox in the front foyer of the building right side wall before you walk into the hall. **Checks are NOT to be left at any school site.**

### **Make your checks payable to:**

*TMC – Madison Community House*

### **Late Fees / NSF Fees:**

Invoices are only mailed for drop in usage and past due invoices only. All payments are due by the 15th of the prior month of service (see payment schedule in handbook). There is a \$25.00 late fee for all payments received after the 15th of the month. NSF check fees are \$35.00 per check. BASCC reserves the right to not accept a child if you are past due on payments.

**For Complete Parent Handbook, go to [www.tmcch.org](http://www.tmcch.org)**