Parent Handbook

Welcome to our center! Within the pages of this handbook we hope to provide you with the answers to any questions that you may have during your child’s enrollment at First Impressions. Please read this carefully, and speak with the director if you have any questions or concerns. By signing the last page of the handbook you are acknowledging that you have received, understand and agree to the guidelines provided within. Please detach and sign the last page and return it to the office. Keep the handbook for future reference.
Our Programs

We provide year round care for children of all ages. The programs run as follows:

INFANT/TODDLER & PRESCHOOL - These programs are year round, but the official school year begins each September. This is often the time older children will advance to the next class depending on their age. Mid spring you will be given a form asking if your child will be enrolled for the summer, and if they will be enrolled in September. At this time we offer parents the option of withdrawing for the summer without penalty, and retaining a spot in the center for September. It is also a perfect opportunity to make schedule changes in the nature of increasing or decreasing the number of days. Schedule changes are made on a first come first serve basis. If we do not receive this form back we assume that you no longer need care after the end of the regular public school year.

SCHOOL AGE PROGRAM (5-12 year olds) - The school age program runs from September to June. In mid spring you will receive a form asking if your child will be enrolled in summer camp, and another form asking for September schedules. These September schedules are important as they become the basis of your tuition in the new school year. If we do not receive your September enrollment we assume that you are no longer in need of care.

SUMMER CAMP (5-12 year olds) - The summer camp slots are on a first come first serve basis for school age children, but priority is given to children who attend our before and after school program. Spots are not made available to the public until after the date on the bottom of the summer camp enrollment slip. The minimum number of days per week for summer camp attendance is three, and there is a two week minimum enrollment requirement. Families are financially responsible for the weeks for which they have enrolled their children. ONE week may be omitted from your schedule without charge if the change is made in writing, and submitted to the director. Weekly costs do not include field trips, and some special events. Please speak with the site director for information about summer camp activities.

Strengthening Families

First Impressions participates in Strengthening Families. This is a child abuse prevention program based on building strong families. Families that have five known protective factors were found less likely to abuse their children. Our program incorporated strategies that build the protective factors for families. The protective factors include: parent resilience, social connections, social and emotional competence for children, concrete support in times of need and knowledge and child development.

Supplies

Upon enrollment you will be given a list of supplies required for your child. Please be sure that ALL items are clearly labeled to avoid confusion. You will be given ample notice when supplies such as diapers are running low, or when we need seasonal supplies such as snow boots or suntan lotion. If your child is sent home in their "extra clothes" please replenish their supplies.
Parent/Teacher Communication

We strongly advocate open communication between parents and staff. Our staff is trained to keep you informed of the details of your child's day at First Impressions. Information about your child's life at home helps the teachers understand children's language, state of mind, and moods. There are a number of ways we communicate with parents at First Impressions:

Infants and toddlers are provided with daily sheets that help you to provide us with information about your child's day prior to drop off, and allows us to inform you about food intake, diapers, supplies etc.

Preschool and School Age Children each have a parent teacher communication notebook that follows your child throughout their time at First Impressions. In it you can ask simple questions, notify us about changes in pick up people, or pass on requests to the center director. We can let you know if your child did something special, is feeling off, didn't have a good nap or prefers a different food at lunch.

We provide semi-annual parent teacher conferences for the preschool children, and encourage all parents to schedule a conference for any concerns or requests. If you have a specific complaint we always encourage you to speak with your child's primary caregiver first, if the issue is not resolved to your satisfaction after that, we then recommend you go to the site director who has final say in all center matters. Please remember we are all here to make your families childcare experience a pleasant one.

An annual open house is held at each center in the spring during the week of the young child. This is an evening event during which parents can come in and visit with the staff, and the children have an opportunity to show off some of their latest accomplishments.

Every classroom has a parent board with important information such as the daily schedule, lesson plans, monthly calendars, signs about closing days, special events, parties, field trips or special supplies that may be needed. Please make an attempt to quickly check the parent board every day for information about what is going on at First Impressions.

Parent Involvement/Leadership

Parents are the leader of their child's care. We value your involvement in our program. We understand that working can present a challenge for some families to participate in events that occur during the day. At First Impressions, we value parent involvement and leadership and offer many opportunities for families to be involved. Some examples include: parent volunteers on field trips, for holiday parties, and all parents are welcome to come read stories, or organize activities. We are open to your ideas as well. Children benefit when families and providers work together.

Clothing

Children learn through play. They use their senses to learn. Your child should come to care dressed for play in clothing that is okay if it gets messy. Every attempt is made to protect children's clothing from permanent damage or stains, however, accidents do occur. Your child will be most comfortable in his/her own clothes. An extra set of play clothes should be kept in your child's cubby in case of accidents or messes. To prevent stubbed toes while playing at First Impressions, children are required to wear close toed shoes.
Celebrations
First Impressions feels that holidays provide the perfect opportunity to celebrate diversity, and have a good time! We respect all cultures and have traditional fun ways of celebrating many holidays. If you would like to celebrate your culture with your child’s class by providing food, an activity or information, please speak with your child’s teacher. Throughout the year holidays fall on all different days of the week. (Don’t worry if your child misses one celebration, they’ll be sure to be in attendance for the next one!) We will try to accommodate requests for additional days of care, on celebration days, on a first come first serve basis when requested through the main office. Please remember extra days come at extra costs.

Birthdays
Children love to celebrate their birthdays! If you wish to supply a special snack or activity please feel free to speak with your child’s teacher. Teachers will supply a first name only list of your child’s classmates upon request. We realize you can’t always invite the whole class therefore if you wish to hand out invitations for birthday parties please give them to your child’s teacher to discreetly put in the cubbies.

Field Trips
We make every effort to schedule field trips on different days so that every child gets a chance to attend a field trip. If a field trip is scheduled for a day that your child does not attend, and you would like your child to go on the trip you have two options:
Option A: If there is room on the bus and we can still maintain our adult/child ratio you are welcome to send your child at the cost of the field trip, and an additional day of care. Unfortunately we cannot simply switch your normal days of care.
Option B: If we are at our ratio and the bus is full you are welcome to follow us in your own vehicle and spend the day with your child and our group at the field trip location.
Due to staffing issues, if you do not want your child to attend a particular field trip, no alternate care will be available through First Impressions. All field trips are at an additional cost. You will be notified of the costs well in advance of the trip. All trip payments and permission slips must be returned to the office prior to the date of the trip for your child to participate.

Participation
We will never force a child to participate in an activity, but if children do not want to participate or are feeling under the weather they must still remain with their class. For a child to attend First Impressions they must be healthy enough to participate in all activities.

Toys from Home
In all centers children are allowed to bring a soft toy with which to sleep, but the policy on other toys varies from class to class. Please speak with your child’s teacher about their specific rules. One rule that applies to all classrooms is that no guns or weapons (real or pretend) or any cell phones in the classes.
Diapering

Diapers are changed every two hours, or more frequently as needed. Please speak with your child's teacher if you would like another arrangement to be made, and we will do our best to accommodate your needs. You are responsible for all diapering supplies, and will be notified in advance when your supply is running low. (In the event that supplies run out we will temporarily borrow from another child with the understanding that the items borrowed will be replaced.) We retain the right to temporarily refuse care if the proper supplies are not provided after ample notification has been given.

Potty Training

At Discovery Years we do not believe in pushing children to accomplish tasks that are not age appropriate. Although in some instances children are potty trained before 2 1/2 we will not actively potty train here until children have reached the preschool classrooms. Once the child had reached preschool age and shows an interest in being trained we will make every attempt to work with parents to use the same techniques that are being used in the home. Common techniques are frequent reminders and sticker rewards. Although we respect your wishes as a parent, if a child is showing no interest or success in the training, we reserve the right to stop the training until a child is better ready. If an accident occurs at school your child will be immediately changed so please supply plenty of extra clothes during this period. We are not allowed to wash clothes that are covered in urine or feces, but they will be given to you in a sealed bag to be laundered at home.

Napping

Medical guidelines currently recommend that infants be placed in a face up position. First Impressions will adhere to these guidelines unless a parent requests differently in writing. Children too young to attend public school and attend for more than four consecutive hours are required to rest for a minimum of 30 minutes to an hour. An alternate quiet activity will be provided for a child who has rested or slept for that time, and does not appear to need additional rest or sleep. Parents are required to provide the appropriate bedding materials on a weekly basis.

Class Walks

The classes will occasionally take local walks in the neighborhood of the centers. They might collect fall leaves, pick spring flowers or clean the neighborhood during Earth Day. By signing the parent handbook you give blanket permission for your child to take local walks during their enrollment at First Impressions.

Photography

We often take individual pictures of the children for gifts to parents during Christmas, Mother's Day, or Father's Day. We also take many group photos during special events such as holiday parties, field trips, preschool graduation etc. Sometimes these photos are used around the center for the children's enjoyment and sometimes they are used for promotional purposes for the center. By signing the parent handbook you consent and authorize First Impressions to take your child's picture and reproduce it on the center's website or other center promotional materials.
Discipline

At First Impressions we feel that effective discipline teaches children to learn to develop self-control, and independence. It also teaches children to learn to be safe and healthy and to act in a socially acceptable way. Our goal is to anticipate and prevent discipline problems by training our staff in child development as it relates to children's ages and stages. We respect each child for his level of development, personality, and family and cultural background. Guidelines are set for children of all ages so that they are aware of what is expected of them. Limits are clear and consistently enforced in a gentle manner. Under no circumstances is physical punishment, humiliation, or harsh language/tone of voice acceptable. All staff is expected to provide a positive role model by respecting children, offering encouragement and giving lots of love. Below you will find a brief overview of our discipline techniques as it applies to the various age groups of children in our care.

INFANTS: While children of this age don't misbehave intentionally, they may begin to do things that are disruptive or unsafe. We deal with these behaviors by redirecting the children to a different, safer activity. We reward and praise good activities.

TODDLERS: One of the developmental tasks of toddlers is to look for and test boundaries. Boundaries provide security for toddlers whose adventurous spirit leads him to explore, but whose inexperience leads him astray. By setting limits, First Impressions strives to protect the curious toddler and his environment while allowing them to function within our confines. While implementing structure and providing consistency we allow toddlers to learn about the world around them, and about themselves, but not at the expense of harming themselves or others. Toddlers want someone to set limits. Without limits the world is too scary a place.

PRESCHOOLERS: Preschoolers have developed to the point of understanding rules and the logical consequences that are incurred for breaking them. Children at this age thrive on choices, and allowing them to share in the rule making process makes them more likely to cooperate. Staff is trained to set up the environment to anticipate and eliminate potential areas of conflict, and to intervene and redirect a child that is having a difficult time. Staff repeatedly reminds children to use words instead of hands to express anger, resolve conflicts and express desires. If a child physically hurts another child he will be removed from the activity and the staff assists in the appropriate conflict resolution. Parents will be asked to conference with staff if serious inappropriate behaviors are reoccurring.

SCHOOL-AGED CHILDREN: By the time children are old enough to attend public school they are well aware of the differences between right and wrong, and the difference between appropriate and inappropriate behavior. While the staff at First Impressions cannot control or discipline the children for their behavior outside of our center, while on site we expect the children to maintain a certain standard of conduct. At First Impressions we feel that good discipline shows respect for the child by giving clear instructions, planning for good behaviors, listening to the children, and allowing children to participate in developing rules and the appropriate logical consequences. Teaching the value of responsibility and appropriate prosocial interactions is done by fostering mutual respect between staff and children, and is a top priority. Verbal or physical behaviors that put other children at risk will result in extended loss of privileges.
Biting

No one is happy when their child is bitten or is going through a biting phase, but for infants and toddlers this is a developmentally normal way to explore their environment and express frustration. If the skin is broken: parents of both the bitten child and the child biting will be contacted by phone. If the skin is not broken: written notification will be given by the end of the operating day. In both cases an accident report will be filled out in order to track the frequency of the biting. Sometimes groups of small children will go through a phase when everyone is biting. This stage often passes as mysteriously as it starts. While it lasts the teachers will use several techniques to ease the situation such as shadowing the child biting, providing teething toys, and constant reminders to “use their words.” In recurring situations the child biting parents will be asked to conference with the teacher or director, or asked to contact their pediatrician. It is our responsibility to keep all of the children at our center safe and healthy while acknowledging normal childhood events. Extreme biting situations are handled at the discretion of the center’s director.

Suspected Child Abuse

All employees of First Impressions are mandated reporters of suspected child abuse. While we encourage all staff members to speak with administration and/or the families if they suspect abuse, First Impressions does not have the right to allow/disallow the calls being made to D.C.P&P. Calls to D.C.P&P are done anonymously at the discretion of the caller.

Illness

A child will not be allowed to attend or will be sent home from the center if he/she shows one or more of the following symptoms:

• severe pain or discomfort
• 2 episodes of diarrhea characterized as a change to a looser consistency within a period of 24 hours
• one episode of vomiting not caused by coughing, choking, and/or excessive crying
• axillary temperature of 100.5 degrees Fahrenheit or over during the 24 hour period prior to drop off (a child is not considered to be fever free if he/she is taking a fever reducing medication)
• sore throat or severe coughing
• yellow eyes or jaundiced skin
• red eyes with discharge, infected or untreated skin patches
• difficult rapid breathing
• unidentified skin rashes (excluding diaper rash) lasting more than one day
• weeping or bleeding skin lesions that have not been treated by a physician
• swollen joints or stiff neck
• visibly enlarged lymph nodes
• blood in urine
• inability to participate in the regular daily activities of the class

A child who demonstrates any of these symptoms will NOT be admitted back into the center the following day without our signed illness form from their physician. When you are called to pick your child up from the center due to illness, we require your child be picked up within an hour. Please understand that our illness policy is in strict accordance
with childcare licensing standards and therefore legally we cannot waive from it. You can assist us in keeping the children healthy by not bringing your child if you suspect that he/she may be sick. This will help to stop the illness cycle and could possibly stop your child from getting re-infected. While it is understood that children who are in a group setting will get sick, we will try to do everything within our power to try to limit the frequency that this happens!

Food & Nutrition

Infants will only be given food as provided by parents until we are notified that varied foods may be given. All other children attending full days will be provided with a morning and afternoon snack. A wide variety of snacks may be provided so we request that we be kept informed of any allergies. All allergies will be posted in the classroom in a location visible to any substitute staffing, but maintains your child’s confidentiality. Please inform teachers on a daily basis if your child has a snack or lunch with peanut products to prevent an allergic reaction in peanut sensitive children. Mealtimes differ in each center depending on the facilities. Please speak with the center’s director about how meals are handled at your site. Food will never be withheld from a child in any center for discipline reasons, but we do, however have set meal/snack times that teachers adhere to.

Medication Administration

Medication prescription and over the counter can only be administered if they are signed into the medication log with times and dosages needed. All medications must be given to a staff member and kept in a locked area or an area inaccessible to children (No lunchboxes, sippy cups, bottles or backpacks!) We will not administer medications that are in another child’s name or that have expired. Please remember that many over the counter medications mask symptoms of children that are ill. While we realize we serve working parents, please respect that we are trying to keep all of the children in the center healthy, and sending an ill child to daycare can make it more difficult to maintain a healthy environment. Medication associated with a recurring health condition such as nebulizer or epinephrine pen must have written directions under which conditions the medication must be administered. The center shall immediately inform parents if a child exhibits adverse effects from a medication.

Immunization Requirements

Immunization information is required upon enrollment. Please give us all new information as additional immunizations are given so our records remain current. Our records are audited once a year by the Sussex County Public Health nurses.

Normal Pick Up/Drop Offs

We require that each child be signed in and walked into/out of their individual classroom by the adult dropping off or picking up. Children will not be released into the custody of another minor. Children may not be dropped off in the parking lot or left in an empty classroom. Repeat occurrences will be handled at the discretion of the director on site. Many centers request that drop offs are done prior to 9:30 a.m. Please speak with the site director and adhere to the time schedule at your center. Children will only be released to people authorized by the parents, and who have the proper identification. First Impressions will only deny access of a child to a non-custodial parent if the center has been
provided with documentation of a court order to the effect. Please keep all documentation current as we will follow the guidelines of the most recent documentation that we have on file.

Absence Notification
Please call First Impressions when your child or school age child will not be getting off the bus to return to First Impressions for afternoon care. We count the children coming off the bus and will call you if we expected your child, and they are not in attendance. As a courtesy we also request notification if your child is sick or on vacation, and will not be attending.

Late Pick-Up
The first time children are picked up after closing time parents will be given a friendly reminder of the centers operating hours. For repeat occurrences parents are charged $10 per child, every 15 minutes after closing time that a child is not picked up. If we have attempted to call all emergency numbers and there has not been contact with any responsible parties an hour or more after closing time, the D.C.P.& P 24 hour child abuse hotline will be notified to assist in providing care for the child.

Impaired Pick Up
If staff suspects a pick up person is impaired by alcohol or drugs, we reserve the right to refuse release of the children into their care. An alternate pick-up must be arranged prior to the center's closing time. If the impaired person attempting to pick up is not cooperative then local authorities will be called to mediate the situation.

Late Payment
Payment specifics are outlined on the first page of your application. We reserve the right to refuse care for non-payment and/or late payment of services.

Expulsion
Expulsion at First Impressions is an extremely rare occurrence. We make every attempt to work with families on discipline and financial issues before we have to expel a child from our program either on a short term or permanent basis. Expulsion occurs when we feel that the safety of the children and/or staff is at risk, or the actions of parent or child threatens the learning environment on a consistent basis. Other reasons for possible expulsion include: failure to complete required forms including the child's immunization records, habitual tardiness when picking up your child, failure to pay/habitual lateness in payments, uncontrollable tantrums/angry outbursts, and excessive biting.

In the case of an expulsion, parents will be notified via verbal communication and/or parent/director conference regarding the child or parent's behavior warranting an expulsion. The parent will be informed regarding the length of the expulsion, and the behavioral changes required in order for the child or parent to return to the center. Families will be given a specific expulsion date that allows one to two weeks to find alternate child care. Failure to satisfy the terms of the plan will result in permanent expulsion from the center.
If, the behavior of the parent or child presents an **imminent** danger to the safety of the children or staff (as per the discretion of the First Impressions administration) immediate expulsion can take place. Additional causes for immediate expulsion include:
- a parent threatening or intimidating staff and/or children
- a parent using inappropriate language on center
- the child is at risk of causing serious injury to other children or himself/herself.

**Emergency Lockdown Procedure**

If a situation requiring emergency lockdown is required “Emergency Lockdown” will be announced. The individual making the discovery shall contact police requesting assistance, and will provide as much information about the situation as possible. Staff will take immediate action to insure the safety of the children by:

- locking all doors, turning off lights, and closing all windows and window treatments
- gathering children quickly and quietly in classrooms keeping away from doors and windows
- ushering students in hallways or outdoors to immediate shelter within the nearest classroom
- taking a roll call of all students informing office of any missing children
- refusing to open doors to anyone without proper identification
- remaining in classrooms until “All Clear” signal is called by police or staff at which time normal activities will resume

In the event of an emergency lockdown the fire alarm will **not be** sounded. Should the fire alarm sound, evacuation will not take place unless: staff has first hand knowledge that there is a fire in the building, the students are in immediate danger, or police have advised evacuation of the building. If evacuation is deemed necessary by police, students and staff will follow their directions to a safe location in an orderly fashion.

Lock down will occur if it is thought that students or staff are in physical or psychological danger. Possible causes of an emergency lockdown include an irate physically or verbally abusive person, a fugitive, or menacing animal. The directive to lock down could come from police or other emergency personnel or center administration. In the event of an emergency lockdown, the school voice mail will be updated stating that an emergency lockdown is in progress, and when it has ended. Parents can contact school voice mail and local authorities in the case of an evacuation. Both sources will provide information about location of children and the logistics of reuniting families.

**Disaster Evacuation**

In the event of a disaster during which the children need to be evacuated from the center, the children will be taken by bus (as long as it is reasonably feasible) to a safe location as designated by local authorities. If buses are not available, the safest viable arrangements will be made. Contact the local police department for information as to the evacuation location of the First Impressions children.

**Changing Classrooms (Moving Up)**

Classroom changes are made at the sole discretion of the director along with assistance from the parent and teacher. Please speak with your site director if you have any questions or concerns as we welcome any and all parent input.
Schedule Changes

Scheduling changes can only be approved through the main office. We are always happy to add another day in the case of an emergency as long as there is availability. Please speak with the director about additional costs.

Public School Snow Days and Holidays

The tuition that you pay for before and after school care from September through June includes the cost of care on any days that:
- public school has a weather related late start or early dismissal
- public school closes for holidays (with the exception of Easter & Christmas break)

During the week of the Easter and Christmas break, regular tuition is due regardless of attendance. There is an additional flat rate charge per day for every child in attendance in the before and after school program.

Snow Closings

First Impressions understands that we serve the needs of working families, and as a result we make every effort to close in only the worst weather conditions. We do not follow the schedule of your local public schools! If you are unsure if First Impressions will be open on any given day please check our website or listen to WSUS 102.3 or www.WSUS102.3.com. We will list any and all closings, delayed openings or early dismissals. We ask that you use these resources before attempting to call your center as it is not uncommon for our phone lines to be flooded during the times of questionable weather. If your child attends public school, and school is canceled but we are open, please remember to provide your children with lunch for the day, or to follow the normal routine for lunches as outlined by your site director.

The following document is provided by D.Y.F.S., and has been copied verbatim in accordance with their policy.

Information to Parents Document

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

Our center is requires by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. 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;
Our center must have on the premises a copy of the Manual Requirements for Child care Centers and make it available for parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for $5 made payable to the "Treasurer, State of New Jersey," and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07819-4399.

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

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

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

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child at our center.

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

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

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

Our center must post a listing or diagram of those rooms and areas approved by the Bureau 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 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 seek prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.
Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

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 in the center or not, is required by state law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, toll-free at: 1- (800) 792-8610, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, NJ 08625-0717.

Please detach this page and return it to the main office with your enrollment information.

I have read and received the parent manual, and understand and agree to the programs and policies
as outlined. I understand that these guidelines are applicable for the duration of my family’s enrollment at First Impressions. First Impressions reserves the rights to make changes or amendments. Parents will be notified in writing about any policy changes.

_____________________________________
Guardian Signature

Date