
Passaic County Community College Child Development Center
One College Boulevard, Paterson, NJ 07505-1179
Phone (973) 684-5915

2007-2008 POLICIES & PROCEDURES AGREEMENT

Child's Name _____

Please sign after reading Policies & Procedures # 1-15

Signature of Parent/Guardian	Date	Signature of Child Development Center Representative	Date
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1. The Child Development Center's operating hours are Monday- Friday from 7:00AM to 5:00PM. The After School Program Hours are Monday through Thursday 3:30PM – 10:00PM. These hours will apply only during the 144 days that the college classes are in session. A charge of \$15.00 per child, per 15 minutes the child remains at the Center after closing will be assessed. The maximum daily time your child may remain at the Center may not exceed 12 hours.
2. Attached is a copy of our 2007- 2008 school calendar. The center is opened **242 days** September through August. You will be notified of additional changes in advance in writing.
3. If a child arrives at the center after **8:30 A.M.** the child is considered late. Excessive lateness or absences will result in a meeting with the Family Worker or Center Director to assess the problem.
4. Tuition payments must be made at the **Bursar's Office** at the College in the form of cash, check or credit card. Your payment will be recorded in the computer system. Please keep the receipt for your records.
5. All children are required to have a complete physical examination before enrollment. All parents must submit a current record of their child's immunization record and are responsible for keeping their child's record up to date. Ask our Family Worker about free medical services to which you may be entitled.
6. One complete set of labeled clothing should be left in your child's cubby. The Center is not responsible for lost or stolen items. A small blanket must be included for naptime. Please no pillows! Your child's blanket will be sent home on Fridays to be cleaned. Blankets and sheets must be labeled with your child's name and returned clean on Monday Mornings.
7. A hot nutritious breakfast, lunch and an afternoon snack will be supplied by the Center. Dinner and an evening snack will be also served in the After School Program. This Applies **only** for children 2 years old and up.
8. Parents or guardians are required to bring their children into the Center and make sure they are under proper supervision before leaving the Center. Please make sure you sign your child in and out daily.

- 9.** We will administer medication provided the following guidelines are used:
- A.** Written authorization by a doctor and/or parent must be provided.
 - B.** A permission slip must be filled out completely, signed and dated.
 - C.** All medication must be in the original container with the child's name on it.
 - D.** Over-the-counter medication must be age appropriate.
- 10.** Children who become ill may not remain at the Center. The parent will be contacted to pick up their child. If your child has a contagious disease, a doctor's note is required before your child can be readmitted. If your child's temperature reaches 103 degrees, he/she will be taken to the Emergency Room. Medical expenses are the full responsibility of the parent.
- 11.** Parents are encouraged to participate in their Child's Pre-school Program. See our Parent Involvement Policy for ways you can get involved. Only the Child Development Center's management has the authority to conduct parent meetings. Questions or concerns should be addressed individually with the Family Worker or Director. Please feel free to stop in and set up an appointment whenever needed. All parent involvement must be first approved by the Director.
- 12.** Tuition is due on the first business day of the following month. Payments will be adjusted in conjunction with our school calendar.
- 13.** Parents must cooperate with the Center in carrying out all laws, rules and regulations affecting the operation of the Center. This agreement may be changed at any time by the Center to comply with governmental revisions or for any other reason. If a parent does not comply with the policies of the Center, the child will be withdrawn upon notification of the Director.
- 14.** Children enrolled in the Abbott Program and/or receiving 4C's funding must submit a doctor's note for an absence to be excused. Ten unexcused absences in one calendar month will result in immediate termination of your child from the program.
- 15.** By signing this agreement, the parent agrees to comply with all policies and procedures.