

Thank you for your interest in the Kids Educational Enrichment Program, also known as K.E.E.P. We are a non-profit organization and rely heavily on both financial and in-kind donations.

If you or the company for whom you work are able to assist us, it would help us to better serve your children!

We work hard to create a safe and fun environment for the kids in our community, and to continue to be the leaders amid all other child care providers! And, don't forget,

**we never open late, and
we never close early!**

K.E.E.P., Inc.
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www.keepkids.org

2008/09 Handbook



Welcome
to K.E.E.P., Inc.
where kids are our
business and parents
have peace of mind!
(unlimited financial assistance
available for qualified families)

The information in this handbook will answer many questions you might have about K.E.E.P., our policies, and our procedures. Please take a moment to familiarize yourself with these pages. The contents will be mutually binding. Please don't hesitate to call with any questions. Also, please note that the word parent will be used to mean either parent or guardian. We are looking forward to working with you!

Admissions Policy

K.E.E.P. admits children aged six (6) weeks to twelve(12) years old without regard to race, color, sex, religion, national origin, or ancestry. When the parent of a child identifies that a child has special needs, K.E.E.P. Administrative Staff and the parent will meet to review the child's care requirements. K.E.E.P. does not discriminate on the basis of special needs. The program accepts children with special needs as long as a safe, supportive environment can be provided for the child.

School - aged K.E.E.P.

Project K.E.E.P. is specifically designed for the school-aged child. Although each school boasts its own personality, there are some key components that you, as a parent, can come to expect. These include, but are not limited to; homework, arts and crafts, structured and unstructured play, educational enrichment games, sports, fitness and positive emotional and social skill development. Contact us for a list of schools hosting K.E.E.P.

Summer K.E.E.P. is, in one word....fun!! Daily swimming at White Lake, field trips, arts & crafts, photography, computer technology, sports and special events are all offered to provide a fabulous summer experience for the school-aged child.

Vacation/Holiday K.E.E.P. is quality care combined with enriching activities—everything from special theme days to outdoor fun to arts & crafts to computer technology to social recreation!

Snow Day K.E.E.P. is provided on a drop-in basis (with pre-registration) for those days when your child's school is closed but your office is still open! All the activities K.E.E.P. provides year-round are offered for these special single-day sessions.



L'il Keepers

Lil Keepers will enjoy a state-of-the-art early childhood facility with a gymnasium as well as an outside playground. Here your youngest children will benefit from a variety of stimulating, developmentally appropriate, educational activities as well as individualized attention and care from K.E.E.P.'s nurturing professional staff. L'il Keepers' low child to adult staff ratio allows for a high level of individualized attention and activities for your young child. The qualified staff meets and/or exceeds state requirements and includes certified teachers. The philosophy of nurturing as well as educating young children assigns a primary caregiver to each child.

Every child enrolled is immersed in age-appropriate activities designed to develop self-help skills, positive self-concept, pro-social behaviors, cognitive development, language and literacy, physical development, gross and fine motor skills, eye-hand coordination, and creative expression.

Each classroom in our facility, as well as the populated outdoor areas, are equipped with security cameras. These cameras will be monitored in three different locations among the administrative staff. The building itself is secure with keys followed by keypad entry (just to get in the front door!) and alarms on each of the classroom doors leading to the out of doors. These alarms will sound each time the door opens without appropriate preparation. Your child's classroom will also enjoy a large window for public viewing within the school itself. We want you to visit, unannounced, and take a peek at your kids; loving, learning, and loving to learn!

Enrollment

The following forms must be completed by the parent and submitted to the K.E.E.P., Inc. Administrative Staff prior to the child's first day of attendance. Please note that these forms must be updated annually. The information on these forms will remain confidential and will be shared with other K.E.E.P. staff only as required to meet the needs of the child:

1. Application for Enrollment
2. Child Health Assessment (L'il Keeper)
3. Child Schedule (L'il Keepers only)
4. Medical History Form (L'il Keepers only)

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance. Children must be current on all immunizations prior to their start date in our programs or the parent must provide documentation showing the child is under a pre-scribed medical program to obtain immunizations. Health referrals will be provided when requested or needed. If immunizations are contraindicated for medical reasons, a child may be admitted if the parent submits to the Administrative Staff a written statement from a licensed physician attesting to the following: 1) the reason the immunization is medically contraindicated; and, 2) the specific time period that the immunization is medically contraindicated. A child shall be exempt from a physical examination, immunization, or other health treatment if the parent objects thereto in a written statement submitted to the center, signed by the parent, explaining how the examination, immunization, or medical treatment conflicts with the child's exercise of bona fide religious tenets or practices. The Bureau or the Department of Health and Senior Services may suspend the immunization exemption during the existence of a health emergency, as determined by the State Commissioner of Health and Senior Services. Any child who falls 6 weeks or more behind in immunizations may be excluded from the program. If an outbreak of a vaccine-preventable disease occurs in the center, the parent may be asked to obtain special immunization. Confidentiality of information about the child and family will be maintained.

Financial Policies

- ⇒ No refunds will be given under any circumstances.
- ⇒ No credits will be given for absenteeism, regardless of cause, under any circumstances.
- ⇒ All payments are due by the 1st of each month preceding service.
- ⇒ A non-refundable registration fee per child is required upon enrollment of your child(ren) and annually thereafter.
- ⇒ A deposit of \$100 per child (Project), or \$250 (L'il Keepers) is required upon completing registration and before your child enters our program.
- ⇒ There will be a \$20 fee for your second schedule downgrade and every downgrade thereafter/year
- ⇒ A \$25 late fee will be assessed for any payments outstanding at the close of business on the 7th of the month, regardless of the day of the week.
- ⇒ There will be a \$35 fee for all returned checks.
- ⇒ A collection charge of 25% will be added to all accounts requiring collection proceedings in addition to all costs and fees associated with it.
- ⇒ We reserve the right to suspend services for delinquent accounts.
- ⇒ Suspension of services does not relieve you of your financial responsibilities as outlined herein.
- ⇒ Appropriate notice, as outlined herein, is required or you will be responsible for the next month's fees.
- ⇒ Timely daily retrieval of your children is required or you will incur fees comparable to the Project fees as outlined.
- ⇒ Payment Methods: all major credit cards, online payments, scheduled monthly payments, checks or cash are all accepted.
- ⇒ A 2% surcharge will be added to all credit/debit card payments



L'il Keepers Monthly Fees 6 weeks to 6 years

Infant/Toddler

	First child	Second Child
5 day	\$950	\$855
4 day	\$825	\$743
3 day	\$665	\$599
2 day	\$495	\$446

Pre-School/Pre-K

	First child	Second Child
5 day	\$870	\$783
4 day	\$745	\$670
3 day	\$600	\$540
2 day	\$450	\$405

Half days of service are also available. Please contact us for further information.

Summer, Snow Day, and Vacation
K.E.E.P. will all have the same pricing.
Please refer to the
Summer K.E.E.P. handbook for more
information.

Project K.E.E.P. Monthly Fees School-aged

PM K.E.E.P.

	First child	Second Child
5 day	\$250	\$225
(includes Holiday and Snow Day Care)		
4 day	\$205	\$180
(includes Snow Day Care)		
3 day	\$165	\$150
2 day	\$115	\$104

Flex Days	15	\$250
	10	\$180
	5	\$100

2 Flex Days will be charged for Early dismissals

AM K.E.E.P.

	First child	Second Child
5 day	\$150	\$135
4 day	\$125	\$112
3 day	\$100	\$ 90
2 day	\$ 70	\$ 63

Flex Days	15	\$150
	10	\$100
	5	\$ 65

Financial policies specific to Project K.E.E.P.

- ✂ There will be a \$10 late fee assessed for each batch of flex days used if not purchased prior to using them.
- ✂ A fee will be assessed for all “no call/late call” incidents after the second occasion of same as outlined herein.
 - Offenses:
 - 3rd ~ \$ 5.00 4th ~ \$15.00 5th ~ \$25.00
 - 6th ~ \$25.00 plus suspension or expulsion
- ✂ All monthly fees are calculated on the basis of a 180 day school year and divided by ten for ease of payment. There are no discounts for shortened months, nor are there any surcharges for longer months.
- ✂ Payments will be applied to all back balances first, miscellaneous fees second and current balances third.
- ✂ Children must be picked up by 6:00 as outlined herein:
 - 5-15 minutes ~ \$10 16-30 minutes ~ \$25
 - 31-45 minutes ~ \$40 46-60 minutes ~ \$60
 - 61 minutes or later will reflect a fee of \$60 and the authorities will be called.



Security Deposit Application

****A non-refundable security deposit will be applied to the last month of service, if and only if, notification is received in writing by the 15th of the month prior to the last month of service.****

EXAMPLE: notification would be required by October 15th for a November 30 withdrawal.

**** No notification is necessary if the deposit is to be applied to the June payment. (Project Only)**

Project K.E.E.P. Guidelines

- 👉 Project K.E.E.P. is open when the school is open.
- 👉 Project K.E.E.P. is closed the days before the Thanksgiving and Christmas Holiday.
- 👉 Scheduled early dismissals will be covered at no extra charge.
- 👉 Two flex days will be utilized for early dismissals.
- 👉 You will be notified of unscheduled early dismissals and your children **WILL BE SENT HOME ON THE BUS!**
- 👉 Children must be signed into before-school K.E.E.P.
- 👉 Before-school K.E.E.P. will be cancelled when school has a delayed opening whether scheduled or unscheduled.
- 👉 Children must be signed out of after-school K.E.E.P.
- 👉 ALL communication must be with the Administrative Office personnel. Notes to school or teachers, or on-site communication will not be recognized. This includes schedule changes or alternative emergency/pick-up contacts not present on your list.
- 👉 Changes in your children's attendance must be communicated prior to 12 noon (11:00 on early dismissal days) to our administrative personnel. Absence/attendance calls received after 12 noon will be assessed as a "late call" and a fee will apply. Schedule changes may be emailed, faxed, or, K.E.E.P. provides a 24 hour answering service for your convenience.
- 👉 Multiple occasions of non-communication or late communication will result in fines as identified under the financial policies.
- 👉 K.E.E.P. will not assume any responsibility for any children until their actual arrival in our site.

No child shall be expelled from any programs based solely on a complaint made by a parent to the Office of Licensing regarding alleged violations of the licensing regulations, or questioning the center directly regarding policies and procedures.

Management of Communicable Diseases

If a child exhibits any of the symptoms listed below, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom and you will be called to take him/her home.

Severe pain or discomfort Acute diarrhea Episodes of acute vomiting Oral temp of 101.5 or above Excessive lethargy Yellow eyes or jaundiced skin Red eyes with discharge Infected or untreated skin patches	Difficult or rapid breathing Severe coughing Skin rashes in conjunction with fever or behavior changes Untreated weeping or bleeding skin lesions Mouth sores with drooling Stiff neck
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Once the child is symptom free for 24 hours, or a licensed physician indicates that the child poses no serious health risk to him/herself or to other children, the child may return to the center.

If a child contracts any of the diseases listed below, please report it to us immediately. The child may not return to school without a doctor's note stating that the child presents no risk to him/herself or others.

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken pox German measles* Hemophilus influenzae* Measles* Meningococcus* Mumps*	Giardida lamblia* Hepatitis A* Salmonella* Shigella* Campylobacter* Escherichia coli	Impetigo Lice Scabies Shingles

* Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a). If your child is exposed to any communicable disease at school, you will be notified in writing.

Prescription & Non- Prescription Medication

ALL MEDICATIONS MUST BE HANDLED
BY THE PARENT OR GUARDIAN.
CHILDREN ARE NOT ALLOWED TO
CARRY MEDICATIONS.

A child's physician should always be asked to prepare a medication dose schedule that will take place outside of the timeframe in which K.E.E.P. cares for your child.

Prescription and non-prescription medication shall be administered only after receipt of written authorization from the child's parent or guardian.

Prescription and non-prescription medication must be stored in the original properly labeled and stored prescription container, and the facility must have on file the written instructions of a licensed physician.

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, the parent must provide a written statement from a health care provider indicating the name of the child, the name of the medication or procedure, and the name and telephone number of the health care provider.

DUE TO ALLERGIES, NO PEANUT PRODUCTS ARE PERMITTED AT ANY K.E.E.P. SITE

Parents will be required to complete and sign a medication form for our L'il Keepers program.



Behavior and Discipline

✎ K.E.E.P. has a zero tolerance policy on violence of any kind. Violation of this policy will result in suspension or expulsion if there is continued or severe abuse.

K.E.E.P. identifies the following as behavior problems:

- ✂ A child's behavior that interferes with the safety and well-being of him or herself, or any other person including but not limited to:
 1. Verbal disrespect
 2. Lack of respect for property of others
 3. Abusive language or gestures
 4. Violence of any type or under any circumstances
- ✂ Parental interference or behavior which defies K.E.E.P. policies, goals, and objectives inclusive of, but not limited to:
 1. Lack of appropriate child supplies
 2. Abusive language or behaviors
 3. Unavailability
 4. Lack of appropriate emergency contacts
 5. Not providing K.E.E.P. with pertinent information
 6. Lack of communication regarding schedules
- ✂ Behavior and disciplinary problems will be handled in one of the following manners dependent upon the infraction and its severity:
 1. K.E.E.P. employs positive discipline methods to help the child exhibit appropriate behavior.
 2. Verbal notification to the parent regarding the problem. We will work with the Parent/guardian to resolve the issue.
 3. Written notification to the parent
 4. A parental conference with administration
 5. Suspension or expulsion without refund
 6. Extreme or very violent behaviors by either a parent of child will warrant immediate suspension or expulsion.

Information to Parents

- ◇ K.E.E.P. is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our programs.
- ◇ To be licensed, K.E.E.P. must comply with the Manual of Requirements for Child Care Centers. 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.
- ◇ We encourage parents to discuss with us any questions or concerns about the policies and program of K.E.E.P. 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 K.E.E.P. 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.
- ◇ K.E.E.P. must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. (included in this booklet)
- ◇ K.E.E.P. 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 by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of NJ, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, NJ 07189-4399.

Policy on the release of children (con't.)

3. An hour or more after closing time, and provided that other arrangements for releasing the child to authorized persons have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour child abuse hotline (1-877-NJABUSE).
- * Written procedures to be followed by staff members if the authorized pick-up person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and or staff person, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
 1. The child may not be released to the Individual.
 2. Staff members attempt to contact the child's other parent or an alternate authorized person(s).
 3. If the center is unable to make alternative arrangements as noted above, a staff member shall call the Division's 24-hour Child Abuse Hotline, or the local police.
 - * K.E.E.P. encourages parents to list as many local emergency contacts (18 or older) as possible.



Policy on Release of Children

- * Each child may be released only to the child's custodial parent(s) or adult(s) authorized by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. Adult is defined as 18 years of age or older. All authorizations granting K.E.E.P. permission to release a child to a person must be submitted in writing to the Administrative staff.
 - * Photo ID's must be available at all times prior to the release of a child.
 - * A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file.
 - * If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to the effect and maintain a copy on file.
 - * Written procedures to be followed by staff members if the parents or persons authorized by the parents, as specified above, fails to pick up a child at the time of the center's daily closing. The procedure shall require that:
 1. The child is supervised at all times
 2. Staff members attempt to contact the parents or persons authorized by the parents.
- ◇ K.E.E.P. must have a policy about dispensing medicine and the management of communicable diseases (included in this booklet).
 - ◇ K.E.E.P. must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together on any issue that may arise (included in this booklet).
 - ◇ Parents are entitled to review K.E.E.P.'s copy of the Office of Licensing's Inspection and/or 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 to you.
 - ◇ K.E.E.P. must cooperate with all Office of Licensing inspections/investigations. Office of Licensing staff may interview both staff members and children.
 - ◇ K.E.E.P. 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.
 - ◇ K.E.E.P. must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use.
 - ◇ K.E.E.P. 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 K.E.E.P. should discuss their interest with the center director, who can advise them of what opportunities are available
 - ◇ Parents of enrolled children may visit K.E.E.P.'s programs at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from parents.
 - ◇ K.E.E.P. 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.

(Information to Parents con't.)

- ◇ K.E.E.P. is required to comply with the NJ Law Against Discrimination (LAD) and the Americans with Disabilities Act (ADA). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the NJ 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 NJ Relay Operator and ask for 609-292-7701, or may contact the US 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 any adult, whether working for K.E.E.P. 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 at 877-NJABUSE, or to any Office of Licensing District Office. Such reports may be made anonymously.



Program Closures

- ☒ Project K.E.E.P. is closed the day before the Thanksgiving Holiday.
- ☒ Project K.E.E.P. is closed the day before the Christmas Holiday.
- ☒ The following Holidays will be recognized wherein all K.E.E.P. programs will be closed:
 - New Year's Eve and Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Christmas Eve
 - Christmas Day



The Holiday and closure list may be changed at anytime at the discretion of the K.E.E.P. Board of Directors and Management Team.