



K.E.E.P., Inc.

Kids Educational Enrichment Program

99 Demarest Rd. Sparta, NJ 07871

973-383-2213

www.keepkids.org

2018-2019 Handbook

Project K.E.E.P.

Holiday & Snow Day K.E.E.P.

L'il Keepers

Summer Camp

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!

Important Contact Information

Finance Questions: finances@keepkids.org

Attendance/Schedule Changes and Program Inquiries: Info@keepkids.org, call
973-383-2213 Fax 973-383-5915

Admissions Policy

K.E.E.P. admits children aged six (6) weeks to thirteen (13) 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.

Enrollment

Registration (application for enrollment) forms for all programs may be found on our website www.keepkids.org. We encourage parents to fill the forms out online and submit them to us electronically, if at all possible. 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/Financial Contract (All Programs)
2. Child Health Assessment (L'il Keepers)
3. Child Schedule (L'il Keepers only)
4. Universal Health Form (L'il Keepers only)
5. Medical History Form (L'il Keepers only)
6. Care Plan for Children with Special Health Needs (see below)

Any child with allergies or requiring emergency medications such as inhalers or epi-pens will be required to provide a Care Plan for Children with Special Health Needs Form filled out by the child's physician.

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance.

L'il Keepers Additional Requirements

Children must be current on all immunizations prior to their start date in our programs. 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.

Please note that in order for children to be placed in the preschool room, they must be potty trained and in underwear as our preschool room does not have a designated space to change diapers. While staff are happy to help reinforce potty training that takes place at home, we do not potty train children at K.E.E.P.

How to Contact Us

The K.E.E.P. Administrative office is open from 8:30 am to 4:30 pm Monday through Friday, excluding major holidays. Please call the main number 973-383-2213. Calls received outside of normal business hours will be routed to the general mailbox where you may leave a voice mail message for the next business day.

Please Note: Messages of an urgent nature should NOT be left on the general mailbox as it is not monitored when the office is closed. Should you need to reach the on-call manager, call the main number and dial extension 130. Your call will be routed to the manager on-call. Depending on the hour you may receive the on-call's voice mail but your call will be monitored and returned (if necessary) as soon as practicable.

Main Number: 973-383-2213

Fax: 973-383-5915

Before/After Hours On-Call Manager: 973-383-2213 ext. 130

Email for general communication: info@keepkids.org

Email regarding financial issues: finances@keepkids.org

How We Reach You

We MUST have current contact information. It is your responsibility to notify the K.E.E.P. Administrative Office of any change in contact information, especially cell phone numbers and work numbers! We

Effective August 1, 2018

need to be able to reach you. For specific issues related to your child(ren) we will attempt to reach you via phone. In some cases of a more general nature we may reach out or respond to you via email. However, due to the volume of calls required to quickly notify parents of the unexpected, K.E.E.P. utilizes the Honeywell Instant Alert system. The Honeywell Instant Alert System will be used to notify parents of unscheduled early dismissals or send other urgent messages. Log on to www.instantalert.honeywell.com to manage your contact information. You may set your preference to either text or voice message, change contact information and/or set priorities. If you have any questions regarding the Honeywell system please contact the Administrative Office during normal business hours.

Financial Policies

K.E.E.P., Inc. Invoices by Email. Your account can easily and securely be paid by clicking on the unique link on the bottom left of the invoice. Forms of payment accepted online are bank account (checking or savings), Visa or Master Card credit/debit cards. Payments may also be made by cash, check, credit/debit card or money order in the Business Office. If payment is made by credit/debit card in the business office, a 2% Surcharge will be added to the total invoice amount.

All payments, regardless of payment method, are due by the close of business (4:30 pm) on the 20th of each month *preceding* service. If payment in full is not made by 4:30 pm on the 20th of the month, regardless of the day of the week, a \$25 Late Payment Fee will be added to your account. Any account balance not paid in full by 4:30 pm on the 20th of the month will be charged to the credit/debit card provided on the Financial Contract. Should the credit/debit card be declined, services will be terminated on the last day of the month until all charges are paid in full. In order for services to be reinstated, account balances must be paid in full, including a \$50 Reinstatement Fee. A current credit/debit card number **MUST** be provided by all clients for default purposes as outlined in the Financial Contract. Changes to the default credit card require a new signed Financial Contract.

BILLING AND COLLECTIONS

- Invoices will be emailed to the financially responsible parent/party, as indicated by the K.E.E.P., Inc. Financial Contract, by the 1st of each month.
- Multiple invoices may be emailed, provided the additional payor completes the Financial Contract and designates how much the account should be charged. Should *either* party default on payment, services will be terminated the last day of the month until all charges are paid in full (including a \$50 Reinstatement Fee). Any miscellaneous fees, (i.e., Reinstatement Fee, Late Payment Fee, Late Pickup Fee, Meals, etc.) will be charged to the parent/party who enrolled the child(ren).
- Payments can be made online by following the secure link on your invoice. Forms of payment accepted online are bank account (checking or savings) Visa or Master Card credit/debit cards. Payments may also be made in the business office by cash, check, credit or debit card, or money order. All payments made by credit or debit card in the Business Office will incur a 2% surcharge,

- Please note: Tuitions (with the exception of the Flex program) are a monthly recurring amount based on the enrolled program(s), schedule and, in some cases, the age of the child. 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.
- No refunds will be given under any circumstances
- No credits will be given for absenteeism, regardless of cause
- No credits will be given due to suspension for disciplinary action
- 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 said collection.
- 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 withdrawal notice, as outlined herein, is required or you will be responsible for the next month's tuition.

FEES AND SECURITY DEPOSITS

- A non-refundable registration fee per child is required upon enrollment of your child(ren) and annually thereafter for Project, Kinder K.E.E.P., Lil KEEPer's and Summer Camp.
- A non-refundable deposit of \$100 per child (Project) or \$200 (L'il KEEPer's) is required upon completing registration and before your child enters our program(s).

Note: The 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 and your account is current. Application of your deposit does not relieve you of the balance of the monthly charge. There shall be no security deposit application on delinquent accounts.**

EXAMPLE: written notification would be required by October 15th for a November 30 withdrawal or the security deposit is forfeited.

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

CLIENT REQUESTED CHANGES IN PROGRAM(S)

- All downgrade requests must be made in writing by the 15th of the month prior to the change or you will be held responsible for the full payment. (Security Deposit application differs, see above)
- There will be a \$20 fee for a second schedule downgrade and every downgrade thereafter
 - All withdrawal requests must be made in writing by the 15th of the month prior to the last month of service. Withdrawal without proper notification may result in loss of security deposit(s). See example above.

ADDITIONAL FEES

- **Flex Days:** Flex days must be purchased in advance. There will be a \$10 late fee assessed for each flex day if not purchased prior to using them. It is the client's responsibility to keep track of the days purchased/used, and to notify K.E.E.P. in advance of how many days they wish to purchase. Any used, but unpaid Flex Days will be added to the account with late fee(s) and the credit/debit card on file will be charged. Any unused Flex Days remaining at the end of the school year are not refundable and may not be carried over to the following school year.
- **Late Pay Fees:** Payments are due by the close of business (4:30 pm) on the 20th of the month, regardless of the day. If payment is not received, a non-refundable \$25 Late Payment will be added to the account and the credit/debit card on file will be charged for the program fee(s) and the Late Payment Fee.
- **No Call/Late Call Incidents:** The following fees will be assessed for all incidents after the second occasion of same as outlined herein. No call/late call incident fees will be added to the account and the credit /debit card on file will be charged.

Offenses:

3rd ~ \$ 5.00

4th ~ \$15.00

5th ~ \$25.00

6th ~ \$25.00 plus suspension or expulsion

Late Pick up Fees: Timely daily retrieval of your child(ren) is required. Late Pick-Up Fees will be added to the account and the credit/debit card on file will be charged for the fee. Continued abuse of "late pick-ups" may result in a suspension of services. Children must be picked up by 6:00pm (Project, Snow, Holiday, Summer) or 6:30 pm (L'il KEEP'ers) or pay the appropriate fees as outlined herein:

05-15 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

K.E.E.P. Guidelines

- Project K.E.E.P. is open when the host public school is open.
- Project PM K.E.E.P. is closed the day before the start of the Thanksgiving and Christmas/New Years breaks. AM programs will be held.
- Scheduled early dismissals (with the exceptions noted above) will be covered at no extra charge. Two flex days will be utilized for early dismissals (flex usage on scheduled half days.)
- AM & PM Flex days are NOT transferrable or interchangeable.

- You will be notified via the Honeywell System of *unscheduled* early dismissals and your children **WILL BE SENT HOME ON THE BUS!** Please log on to instantalert.honeywell.com to keep your contact information current.
- 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. by an authorized adult 18 years of age or older.
- **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.** Please specify who to call first for an emergency and who to call first for emergency pick-ups. These do not need to be the same person.
- Changes in your children's attendance must be communicated prior to 12:00 PM (11:00 AM on early dismissal days) to our administrative personnel. Absence/attendance calls received after 12:00 PM will be assessed as a "late call" and a fee will apply as noted herein.
- Schedule changes (swapping days within a week) may be called in, emailed or faxed. Calls made to the main number outside of normal business hours will route to the general mailbox and be retrieved on the next business day. Multiple occasions of non-communication or late communication will result in fines as identified under the financial policies.
- Permanent schedule changes must be received in writing, (fax or email is also acceptable) in our administrative office.
- K.E.E.P. will not assume any responsibility for any children until their actual arrival in our site.
- Please notify our Administration immediately if there is any change in your personal information. We must be able to reach you at all times in the event of an emergency.
- Please do not supply any information regarding a non-custodial parent if you do not want that parent contacted.
- Flex days are only valid for the school year in which they are purchased.

Use of Social Media and Technology

COMMUNICATIONS

Every school site has a cell phone that is used to communicate with the office. Upon registration you will receive the number for the school your child attends. While you may call and check on your children, we ask that you be respectful of the fact that the more time our staff spends on the phone with you the less time they are supervising your children. Also, at some sites parents use this phone to let staff know they are there to pick up their children or to call in and out for NORWESCAP. The number should also be posted outside the school if the phone is used for opening the door in case the person picking up does not already know the number.

Please call the main office for attendance issues, not the sites. We need to keep track of where your children are and sometimes messages do not get written down or relayed from an am supervisor to a pm supervisor. Sometimes a staff member who has been told a child will not be in attendance is out sick themselves.

DO NOT TEXT THE KEEP CELLPHONES. We may not receive the message. Some of the sites do not have good reception and we do not have data plans on our phones.

We use Honeywell Instant Alerts to alert parents to weather closings for our after school programs. For before care, it is the parent's responsibility to monitor school websites and check for closings and delays. For L'il Keeper's, parents will be notified by Honeywell Instant Alert System if there is a closing or delay. Please make sure that if your phone numbers change, you alert us immediately so we can update them in our system.

K.E.E.P. also uses constant contact email to send important messages to parents and staff. Please make sure if your email address changes you alert the office so we know the most up-to-date way to reach you.

K.E.E.P. staff may notify parents by phone or email regarding behavioral concerns, unusual incidents, illness, accidents, injuries, requests for records or supplies, events, or anything else that may concern your child.

SOCIAL NETWORKING WEBSITES

K.E.E.P. Inc. has both a website, facebook page, and twitter that are utilized for sharing information and photos.

K.E.E.P. employees only share photos on these sites that are from children whose parents have signed our photo release policy. Parents, please note that posting photographs or videos of children, other than their own is prohibited including, but not limited to, photographs or videos of children obtained through handheld devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission.

When posting to the K.E.E.P. facebook page remember that no private or sensitive material regarding children, staff, families, or K.E.E.P. is allowed and that vulgar or abusive language, disparaging remarks, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

K.E.E.P staff are permitted to post pictures of children with written permission from parents on our facebook pages and website only. Photographs may only be taken on KEEP cellphones or iPads.

K.E.E.P. Management are permitted to utilize photos in any and all marketing and advertising, but only for children whose parents have given written permission that their photographs may be taken or used in such a manner.

TECHNOLOGY / COMPUTERS / ELECTRONICS USAGE

TV/Computers/Electronics will only be used in an educational/instructional and age/ developmentally appropriate manner and as an enhancement to the planned lesson or activity.

TV/Computers/Electronics will NOT be a substitute for planned activities or used for passive viewing.

Personal Items Not Allowed

The following personal items are **NOT** permitted at any K.E.E.P. program including but not limited to:

Non-clear Waterbottles	Peanut / Nut Products	Toys
Cell Phones	Electronics	Snacks / Gum

Project K.E.E.P.: Special snacks for birthdays or holidays are only permitted with prior approval from a member of the management team. All snacks MUST be peanut/nut free & store bought. Ingredients must be clearly listed on packaging. Labels must be provided and no homemade goods are permitted due to possible peanut contamination. KEEP, Inc. provides a variety of snack and juice for all after school programs. Outside snack is only permitted when medical conditions exist. A physicians note is required for these special circumstances.

L'il KEEP'ers: All food brought in for your child must be marked with their name and the current date on each container and drink cup. Teachers are instructed not to mark the food/drinks that come in unmarked, as it takes away from the time spent with your children. If your child's food/drink is not marked with their name and the current date, we will not serve this food to them. We also will not serve food items that are not peanut/nut free. We will, however, provide their lunch and snacks at a cost of **\$6.00 per day**. Additionally, the infant room is the **only** room equipped with a refrigerator. Any food brought in by toddlers, preschoolers, and school age children that needs to be kept cold should be packed with an icepack.

Harassment, Intimidation, & Bullying

K.E.E.P. prohibits acts of harassment, intimidation, and bullying, defined as any gesture, written, verbal, or physical act that is:

- Motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, other distinguishing characteristic.
- Reasonably understood to have the effect of harming a child or damaging the child's property, or placing the child in reasonable fear of harm to their person or damage to their property
- Has the effect of insulting or demeaning any child or group of children in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of K.E.E.P. programs.

Behavior and Discipline

K.E.E.P. has a zero tolerance policy for violence of any kind. Violation of this policy will result in immediate suspension for the next scheduled day or permanent expulsion if there is continued or severe abuse. (Policy required pursuant to 10:122-6.8 Expulsion Policy, Dept. of Children and Families Office of Licensing).

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from K.E.E.P.:

IMMEDIATE CAUSES FOR SUSPENSION OR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself

- Physical or verbal abuse to staff or other children
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S SUSPENSION OR EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Intentional failure to sign your child in or out of the program.
- Refusal to sign disciplinary reports.
- Refusal to show appropriate ID when signing a child out of the program.

CHILD'S ACTIONS FOR SUSPENSION OR EXPULSION

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

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.
- An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with K.E.E.P.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to K.E.E.P.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from K.E.E.P.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

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

PROACTIVE ACTIONS THAT MAY BE TAKEN IN ORDER TO PREVENT SUSPENSION OR EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rule violations.
- Child will be given verbal warnings (except in cases of violence.)
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will be available for a conference to discuss how to promote positive behaviors in sync with one another.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

Parents will be contacted, by a Program Manager, via telephone, regarding any behavior requiring immediate suspension. Suspension will be effective for the child's next scheduled day of programming. NO exceptions will be made. Any additional acts of violence will result in an additional day of suspension per offense. (Ex: 1st offense=1 day, 2nd offense=2 days, etc.)

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 (and politely) regarding policies and procedures.

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, 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 programs. Look for it when you're in the center.
- To be licensed, K.E.E.P. must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover 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.

- K.E.E.P. must have on the premise 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 made payable to “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.
- We encourage parents to discuss with us any questions or concerns about the policies and programs 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. Of course, we would appreciate your bringing these concerns to our attention too.
- 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) Please discuss with us your plans for your child’s departure from K.E.E.P.
- K.E.E.P. must have a policy about administering medicine and health care procedures and the management of communicable diseases (included in this booklet). Please talk to us about these policies so we can work together to keep our children healthy.
- 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/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 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 DCF inspections/investigations. DCF 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. We encourage you to review it and to discuss with us any questions you may have about it.
- K.E.E.P. 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.
- K.E.E.P. 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 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 our 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.
- K.E.E.P. is required to provide reasonable accommodations for children and/or parents with disabilities and 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 State Central Registry Hotline toll free at 1-877-NJABUSE/ 877-652-2873. 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 and select Publications.
- K.E.E.P. is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html>. Internet access may be available at your local library. For more information call CPSC at 1 (800) 638-2772.

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 in writing to allow such visits or release. 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 that effect, maintain a copy on file, and comply with the terms of the court order.
- The procedure to be followed by staff members if the parents or persons authorized by the parents, as specified above, fail to pick up a child at the time of the center's daily closing is as follows:
 1. The child is supervised at all times
 2. Staff members attempt to contact the parents or persons authorized by the parents.
 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) and/or the local police.
- 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.

Prescription and Non-Prescription Medications

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 prescription container and the facility must have on file the up-to-date 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 along with the **CARE PLAN FOR CHILDREN WITH SPECIAL NEEDS FORM**. (Ex. Needed for epi- pens, inhalers, glucose monitors, etc.) Parents are responsible for training the site supervisor as to appropriate administration or test procedures for any special medical needs.

- Parents will be required to complete and sign a medication form (L'il Keepers program only).
- **Due to allergies, no peanut or nut products are permitted at any K.E.E.P. site. This includes food times that are produced in facilities that also produce peanut/nut products.**

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

Once the child is symptom free for 24 hours without fever reducing medicine, 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.

Respiratory Illnesses

Chicken pox/German measles*/Hemophilus influenzae*/Measles*/Meningococcus*/Mumps*/Strep throat/ Tuberculosis*/Whooping Cough

Gastro-Intestinal Illnesses

Giardida lamblia*/Hepatitis A*/Salmonella*/Shigella*/Campylobacter*/Escherichia coli

Contact Illnesses

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.

Program Closures

- Project PM K.E.E.P. is closed the day before the Thanksgiving Holiday.
- Project PM K.E.E.P. is closed the day before the Christmas/New Year's break.
- The following Holidays will be recognized wherein all K.E.E.P. programs will be closed:

New Year's Eve / Day	Good Friday	Memorial Day	Independence Day
Labor Day	Thanksgiving	Black Friday	Christmas Eve / Day

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

Project K.E.E.P.

Monthly Fees School-Aged

PM K.E.E.P.

Registration Fee \$50 per child

***2 Flex Days will be charged for
Early Dismissals**

Security Deposit \$100 per child*

	First Child	Each Additional Child
5 Day	\$250	\$225
4 Day	\$205	\$180
3 Day	\$165	\$150
2 Day	\$115	\$104

Flex Days	15	10	5
	\$250	\$180	\$110

Schools: Alpine, FMB, Hamburg, Helen Morgan, Lafayette, McKeown, Mohawk Ave., Montague, Ogdensburg, Sandyston-Walpack, Sparta Middle School, Stillwater, Fredon, and Frelinghuysen

AM K.E.E.P.

Registration Fee \$50 per child

Security Deposit \$100 per child*

	First Child	Each Additional Child
5 Day	\$150	\$135
4 Day	\$125	\$112
3 Day	\$100	\$90
2 Day	\$70	\$63

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

Schools: Alpine, FMB, Helen Morgan, Lafayette, McKeown, Montague, Mohawk Ave., Ogdensburg, Stillwater, Sandyston-Walpack, and Frelinghuysen

*Security Deposits are per child NOT per program. (A child in both AM and PM programs pays just one Security Deposit of

L'il KEEP'ers Monthly Fees

6 weeks to 6 years

6:30 AM-6:30 PM

Registration Fee \$50 per child

Security Deposit \$200 per child

Infant / Toddler

Full Days	First Child	Each Additional Child	Half Days (No Additional Child Discount)
5 Day	\$950	\$855	\$570
4 Day	\$825	\$743	\$495
3 Day	\$660	\$594	\$399
2 Day	\$495	\$446	\$297
1 Day	\$220	\$209	N/A

Preschool

Full Days	First Child	Each Additional Child	Half Days (No Additional Child Discount)
5 Day	\$860	\$775	\$522
4 Day	\$740	\$666	\$447
3 Day	\$600	\$540	\$360
2 Day	\$400	\$361	\$270
1 Day	\$200	\$190	N/A

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

Holiday & Snow Day Care

School-Aged

7:00 AM-6:00 PM at Sparta Facility

Registration Fee \$50 per child (if not already registered in Project).

Daily Fee \$35 per day There is no sibling discount.

10 Holiday Care Days are included with 5 day per week PM program enrollment at no additional charge. Call the office for any holidays not listed to see if care will be provided for a fee.

Columbus Day (1)

NJEA Convention (2)

Christmas / New Year's Eve (3)

Martin Luther King Day (1)

Presidents' Day (1)

Spring Break (2)

Holiday Care: Children must be signed up for Holiday Care in advance as space is limited. In order to appropriately staff and plan for activities, we require 72 hours notice prior to attendance. To reserve a place for your child(ren), **please email info@keepkids.org**. You will not be permitted to drop off without receiving confirmation that your sign-up was received and accepted.

Snow Day Care: To sign up, **please call 973-383-2213**.

Delays and closures of the Sparta Facility will be communicated via Honeywell Instant Alert System.

Summer K.E.E.P.

5 years - 13 years

7:00 AM-6:00 PM at Sparta Facility

Registration Fee \$25 per child

First Child \$40 per day

Additional Children \$35 per day

Exciting Weekly Themes and Activities • Day Trips • Arts & Crafts • Fun & Games Special Activities and Presentations

Effective August 1, 2018

Lil' KEEP'ers

Lil KEEP'ers will enjoy a state-of-the-art early childhood facility 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. Lil KEEP'ers' 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.

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, creative expression, and more. Parent conferences are available at any time at the parent's request.

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 before-school and after-school K.E.E.P.

Summer K.E.E.P. is, in one word....fun!! Daily STEAM projects, field trips, arts & crafts, special presentations, sports and more are all offered to provide a fabulous summer experience for the school-aged child. Conveniently located in our Sparta facility!

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 STEAM activities to social recreation! Conveniently located in our Sparta facility!

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.

Why Fundraisers?

K.E.E.P., Inc. (Kids Educational Enrichment Program) is a non-profit organization. Formerly the SCYWCA, we first incorporated in 1917. We currently operate 14 after-school programs, 11 before-school programs, 1 Summer KEEP, 1 L'il KEEP'ers (infants, toddlers, preschoolers) and 1 administrative site. We offer financial assistance to qualified families. But we need your help. We all work very hard to keep prices down because we serve ALL people from all walks of life, many of whom are really struggling to make ends meet in today's economic climate. Please help by purchasing, donating, volunteering, contributing, printing, distributing, mailing, emailing, learning, participating, caring, sharing and so much more. Without your help, and with rising costs, prices will go up. Please support our fundraising efforts. Be a part of this community...help us to help!

Some of our fundraisers include an Annual Golf Outing, the Kamikaze Cookoff, Women for Kids Golf Outing, raffles, Pasta and Yankee Candle sales. We welcome new ideas so feel free to make suggestions!

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!