

MADISON AREA YMCA

F.M. Kirby Children's Center
54 East Street
Madison, New Jersey 07940

Family Center
111 Kings Road
Madison, NJ 07940

New Jersey Division of Youth and Family Services

INFORMATION TO PARENTS

NOTE: 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 may 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); or by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the Center must secure every parent's signature attesting to his/her receipt of the information.

- ❖ The F.M. Kirby Children's Center is required by the State Child Care Center Licensing Law to be licensed by the Bureau 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 Center. Look for it when you're in the Center.
- ❖ Our Center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, please inquire in the office. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.
- ❖ We encourage parents to discuss with us any questions or concerns about the policies, procedures, and curriculum of the Center or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our Center may be in violation of licensing standards, you are entitled to report your suspicions to the Bureau of Licensing. Of course, we would appreciate your bringing any concerns to our attention immediately.
- ❖ Our Center must have a policy concerning the release of children to parent(s) or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the Center. Children will be released only to an adult who has been authorized by the parent.
- ❖ Our Center must have a policy about dispensing medicine and the management of communicable diseases. We wish to work closely with you to ensure the health of all children and staff in the Center. Copies of the Center's Health Policy are available upon request.
- ❖ 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. Information regarding Center discipline is located in the Parent Handbook. We encourage you to review the Discipline Philosophy and discuss with us any questions you may have.
- ❖ 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's Director, Associate Program Director, or Lead Teacher in their child's classroom, who can advise them of what opportunities are available.
- ❖ Parents of enrolled children may visit our Center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We encourage and 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.
- ❖ Anyone who has reasonable cause to believe that an enrolled child has been or is being subject 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 at the Center or not, is required by State law to report the concern immediately to the DYFS Office of Child Abuse Control, **Toll Free at (800) 792-8610**, or to any District Office. Such reports may be made anonymously.
- ❖ Parents may secure information about child abuse and neglect by contacting Community Education Office, DYFS, CN 717, Trenton, NJ 08625.