

ROXBURY DAY CARE CENTER, INC.

Parent Information Infant/Toddler Programs

Dear Parents,

We are a not-for-profit, federally funded day care center. We must meet standards required by the State of New Jersey, Division of Youth and Family Services, and the Bureau of Licensing. The following are some of the things that you should know:

- The Center will be open from 7:00 a.m. to 6:00 p.m., Monday, through Friday. You may bring your child any time before 9:00 a.m.
 1. If there is an emergency reason why your child cannot be here before 9:00 a.m., or if your child will be absent, you MUST call us (584-3030) by 9:00.
 2. You may pick your child up after 2:30 p.m. but NEVER after 6:00. You will be required to sign a statement indicating that you understand our late pick up policy and will abide by it.
- Our address and phone number are: Roxbury Day Care Center, Inc.
25 Righter Road
Succasunna, New Jersey 07876
973-584-3030
FAX 973-252-8299
- Prior to admittance, each child must have our center's medical form filled out and signed by a doctor. The doctor must attest to the fact that the child has had a medical examination within 3 months of enrolling, that the child is in good physical condition, that any physical or mental difficulties are stated, and that the child's immunizations are up to date. Additional immunizations will be required as your child grows, as per the following:

<u>Child's Age:</u>	<u>Number of Doses Child Should Have Had:</u>
2 -3 Months	1 Dose of DTP or DTaP, 1Dose of Polio, 1 Dose Hib
4 -5 Months	2 Doses of DTP or DTaP, 2 Doses of Polio, 2 Doses Hib
6 - 7 Months	3 Doses of DTP or DTaP 2 Doses of Polio, 2 -3 Doses Hib
8 - 14 Months	3 Doses of DTP or DTaP, 2 Doses of Polio, 2 - 3 Doses Hib
12 - 14 Months	3 Doses of DTP or DTaP, 2 Doses of Polio, 2 -3 Doses Hib
15 - 17 Months	3 Doses of DTP or DTaP, 2 Doses of Polio, 1 Dose MMR, 1 Dose Hib
18 Months - 4 Years	3 Doses of DTP or DTaP, 3 Doses of Polio, 1 Dose MMR, 1 Dose Hib
- We will advise you in advance of all Holiday closings. In case of bad weather, we will announce all closings and delayed openings on WDHA - 105.5FM and WMTR 1250 AM.
- Be sure we always have your correct address and work/home phone numbers, and the numbers of at least 2 people authorized by you to take responsibility for your child should you be unavailable. Please let the people you designate know that you have given us their names.
- Every effort will be made to follow your child's personal schedule in eating, sleeping, changing, etc. Each family will be required to complete a portion of the Infant/Toddler Daily Record sheet on the child's clipboard when the child is dropped off every morning. The staff will fill in the rest of the information as

the day progresses, and will present you with the completed form at the end of each day. This way, we will be in constant contact with each other, and you as the parent will always be informed of your child's day.

- Each family must provide on a daily basis:
 1. Blankets, bumper pad, mobile, etc. as desired for your baby's crib. The center will provide a crib individually labeled for each child, and all crib sheets.
 2. Appropriate clothing for changes as needed, for accidents, spills, etc. Please include undershirts (or onesies, as desired), pants, shirts, socks or booties, etc. in sufficient numbers that we do not run out. We do not have any clothing to "lend" in case of accidents.
 3. All diapers and baby wipes that your baby will use.
 4. Bottles prepared by you of formula, breastmilk, etc., in quantities necessary for your child for the day. Be sure that all bottles are labeled with your child's name and the date. Each Infant/Toddler room is equipped with a refrigerator to enable us to properly store bottles.
 5. If your child is younger than 12 months of age: All baby food, cereal, snack foods, juices, etc. that you want your child to have. Specific feeding instructions will be required in writing daily. Also, be sure all items are labeled with the child's name.
 6. If your child is older than 12 months of age, the Center will provide breakfast, lunch and morning and after noon snacks. Specific feeding instructions will be required in writing daily.

- If you are requesting a scholarship space for your child, you must submit proof of the total gross annual income in your family. If your family qualifies for a scholarship, and funding is available, your fee will be established at the time of your interview with the director. This will be determined on a sliding fee scale, and will take into account your family size and gross annual income. Each family requesting a subsidized space must submit a copy of the child's birth certificate, the Social Security cards for each member of the family, and a copy of the most recent Federal Income Tax Form 1040 as submitted to the IRS.

Acceptable proof of income includes all that apply to your family:

 1. One month's payroll stubs for each parent/guardian living with the child.
 2. Written documentation proving AFDC benefits
 3. Unemployment benefits
 4. Social Security benefits
 5. Child Support (court order)
 6. Any other income received by your family

- Fees are payable every Monday for that week of service. If you choose to pay monthly or biweekly, you must pay in advance of the service period. Please discuss these options at the time of enrollment.

- Please be careful about keeping your child home when ill. No child may return to the Center until 24 hours after a fever has been abated. The Center requires a doctor's note if he/she has been absent for 5 days or more, and the Center may request one at any time. No medication may be given to your child, patented or prescribed, unless it is brought in its original container and unless parents sign a release form giving instructions for administration.

- Each child must be signed in and out in his/her own classroom each day. This record is used as a "head count" in case of emergency when the center must be evacuated (fire drill, etc.) It is imperative that every child be signed in and out every day!

- You must notify us if there is a change in the usual persons picking up your child. We will not allow a child to leave with someone you have not authorized.
- The admission of any child is on a trial basis.