Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), 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. Our center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, our center must secure every parent and staff member’s signature attesting to his/her receipt of the information.

Our programs are required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing (OOL), 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 are at the program.

To be licensed, our programs must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). This 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.

Our programs 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 your Site Supervisor. Parents may view a copy of the Manual of Requirements on the DCF website at: [http://www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or obtain a copy by sending a check or money order for $5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJDCF, 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 program of the center 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 our program may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1(877) 667-9845. Of course, we would appreciate you bringing these concerns to our attention too.

Parent/Guardian(s) are entitled to review the program’s copy of the Office of Licensing’s Inspection Violation Report(s) issued after every state licensing inspection. 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 program during the current licensing period.
Our program must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child’s departure from the program.

Our program must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our program must have a policy concerning the expulsion of children from enrollment at the program. Please review this policy so we can work together to keep your child in our program.

Parents are entitled to review the program’s copy of the OOL’s Inspection/Violation Reports on the program, which are issued after every State licensing inspection of our program. If there is a licensing complaint investigation, you are also entitled to review the OOL’s Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the program during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our program must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our program 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.

Our program must post a listing or diagram of those rooms and areas approved by the OOL for the children’s use. Please talk to us if you have any questions about the program’s space.

Our program must offer parents of enrolled children ample opportunity to assist the program in complying with licensing requirements; and to participate in and observe the activities of the program. Parents wishing to participate in the activities or operations of the program should discuss their interest with the Site Supervisor, 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 Site Supervisor or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our program must inform parents in advance of every field trip, outing, or special event away from the program, and must obtain prior written consent from parents before taking a child on each such trip.

Our program is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes that Catholic Charities Child Care Programs are not in compliance with these laws may contact the Division on Civil Rights in the New Jersey
Department of the Law and Public Safety for information about filing a LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our program is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children’s product list, ensure that items on the list are not at the program, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 at the program or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(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.state.nj.us/dcf/ and select Publications.