

Bogota After Care Program 2016- 2017
Parents/ Guardians Information Guide:

Bogota After Care Program:

Recreation Director: Jim Moore

After Care Director: Priscilla Cordova

Phone number is: 201-487-4368; Fax: 201-646-1130; Email:**Bogotarec@gmail.com**

Address: 162 West Main Street, Bogota, NJ 07603

Hours of Operation:

- **Monday through Friday: 2:30 PM to 6:00 PM**
- **On half days: 12:45 PM to 6:00 PM**
- **We are always available when the schools are in session.**

At any time you are more than welcomed to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval.

At any time you are more than welcomed to call the center at any time during the center's hours of operation to contact your child and/ or talk to the director(s)

- **What does our programs consist of:**

- Snack and Juice everyday
- Homework help
- Child Care

- **Payments:**

Please submit the week's payment by Friday, latest Monday mornings. Payments may be made in credit cards (Master card/ Visa/ Discovery Card), debit cards, checks, and money orders. **NO CASH PAYMENTS! *If payments are NOT paid on a weekly basis, our services may be discontinued***

- **Policy on the release of children:**

When picking up your child, please:

- Write the initials of the person picking up the child by his/her name.

- **Late arrival/ early dismissal:**

If your child will be arriving late and/ or leaving early on a regular basis, please notify us so we keep it in our records.

- **Policy on Medications:**

No Child shall carry medicine under any circumstances. Camp is not allowed by law to administer medicine. If your child needs medication administrated to him/her, **WE MUST FIRST OBTAIN A WRITTEN AUTHORIZATION** for self- administrating medication from the child's parents. Staff Director will be present when your child is self-administrating medication.

- **All prescription medication for a child shall be:**

- Prescribed in the name of and specifically for the child.
- Stored in its prescription container, which has been labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated and directions for its administration

- **Accidents/ Injuries:**

In case of an accident, we will call you or the emergency contact immediately.

When a child gets injured, we have first aid kits available for each grade group. Our staff is trained to attend to injuries properly.

- **Medical Concerns:**

If your child has any medical concerns, PLEASE LET US KNOW! Especially any ALLERGIES!

- **Sickness:**

In any case that your child becomes ill, we ask that your child stays home. Under no circumstances shall we permit a child who has any of the illness/ symptoms below:

- Severe discomfort or pain
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- Two or more episode of acute vomiting within a period of 24 hours
- Elevated temperature of 100.5 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or sever clothing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck

- **State Regulations:**

A copy of the Manual of Requirements for Child Care Centers may be available at: Bogota Recreation Center and online: <http://www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf>

- **Environmental and Sanitation:**

Due to State regulations we disinfect with a commercially prepared disinfectant that indicates it kills bacteria, viruses, and parasites. See page 80-81 in the manual for more information

- **Negligence and Abuse towards children:**

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, is required by State law to report such allegations to the: **State Central Registry Hotline:**

(1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports made anonymously.

- Our center 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 and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey 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 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 or (800) 514- 0383 (TTY);
- **Bogota Recreation center is required to maintain and update annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make a list available for staff and parents. (WWW.CPSC.GOV/CPSCLIST.ASPX)**

If by any chance at any time you believe or suspect that the center is violating any requirements of the manual, you may report such alleged violations to the center's directors.