

NJ Licensing requires our center to provide parents/guardians the following document and information. They must be review and signed during the children enrollment.

All of the following information is available on KidzBlock Learning Center Enrollment Portal.

○ Policy on Methods of Parental Notification

KidzBlock Learning Center fosters and promotes close communication and participation between parents and our staff, in all matters related to your child and their activities in the classroom. The center will communicate with parents/guardians via phone, Emails, BrightWheel, Notice boards & memos.

If a child suffers an injury such as head injury/bump to their head, bite that breaks skin, fall from height greater than their own or injures that requires medical attention, the parent/guardian (emergency contact when unavailable to reach parents/guardians) will be verbally informed as soon as action is taken to protect the child from further harm. For minor injuries the center will report the event to parents/guardians through BrightWheel reporting section. Also, upon pick up parents will be provided with a written occurrence report.

Parents/guardians will be notified by phone, email, text and/or BrightWheel App in the event of an immediate evacuation and/or weather-related emergency.

○ Policy of the Use of Technology and Social Media

KidzBlock Learning Center staff can only communicate with parents/guardians using the center system and software provided. It is strictly forbidden for staff to use personal mobile phones or computer to text, call or email to communicate with families in regard to KidzBlock Learning Center. The use of social media to communicate with parents/guardians about the details of child's day is not allowed. Our social media is to broadcast news, important information related to the center.

Also, on the informed consent form signed by parents upon registration and annually thereafter. It is important for parents/guardians to understand that the center can't guarantee that a child's picture will never be taken, if a parent/guardian demands that a child not to be photographed/ videoed, our staff will make the best effort to avoid photographs that involves their child. Parents/guardians must understand that images and videos of other children should not be shared on any social media platform. However, they are allowed to photograph and videotape their children in the classroom. If the center staff were made aware of parents posting and failure to follow the policy, an immediate dis-enrollment form will be provided to the parent/guardian.

☐ **Policy on the Release of Children**

Located in the Release of Children Form, Family Guide on Page — and on the Enrollment Forms Side of the Website.

☐ **Policy on Communicable Disease Management**

Located in the Reporting Requirements for Communicable Diseases, Family Guide on Page — and Informed Consent, everything is located on KidzBlock Learning Center Website Resources (Enrollment Forms).

☐ **Technology and Screen Time Expectations**

Located in the Informed Consent Form, Family Guide on Page — and on KidzBlock Learning Center Website Resources (Enrollment Forms). A digital or print copy will provided upon enrollment.

☐ **Expulsion Policy**

Located KidzBlock Learning Center Website Resources (Enrollment Forms) and a digital or print copy will provided upon enrollment.

☐ **Information to Parents/Guardians Documents**

Located on KidzBlock Learning Center Website Resources (Enrollment Forms).

☐ **Positive Guidance Policy**

Located on KidzBlock Learning Center Family Guide & KidzBlock Learning Center Website Resources (Enrollment Forms).

I have read and received a digital or printed copy of the information/policies listed above. I agree that it is my responsibility to contact KidzBlock Learning Center with any questions I have about information in the Family Guide or any document relating to policies and procedures.

Child's Name:

Signature of Parent/Guardian:

Signature of Parent/Guardian:

Director:

Date:

Date:

Date: