

1. **Drop off and Pick up** – Each child will be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center’s daily closing, the center shall ensure that:
  - I. The child is supervised at all times.
  - II. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
  - III. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child’s parent(s) is able to pick-up the child.
2. **Children release procedures** – If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:
  - I. The child may not be released to such an impaired individual;
  - II. Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s); and
  - III. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child. For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child’s parent(s).
3. **Medical Policies** – Some excludable communicable diseases must be reported to the health department by the center. The Department of Health’s Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide and a complete list of reportable excludable communicable diseases go to [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf) or page two of the enrollment agreement.

I acknowledge that I have received a physical or digital copy KidzBlock Learning Center Family Guide which is intended to supplement this Agreement. I agree that it is my responsibility to contact KidzBlock Learning Center with any questions and concerns.

Signature of Parent/Guardian:

Date:

Signature of Parent/Guardian:

Date:

Director:

Date: