

Sandman Consolidated School  
838 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9410  
Fax: (609) 884-9412

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT**  
**905 SEASHORE ROAD**  
**CAPE MAY, NEW JERSEY 08204**

Memorial School  
2600 Bayshore Road  
Villas, NJ 08251  
Telephone: (609) 884-9430  
Fax: (609) 886-0515

Maud Abrams School  
714 Townbank Road  
Cape May, NJ 08204  
Telephone: (609) 884-9420  
Fax: (609) 884-9421

**TELEPHONE: (609) 884-9400**  
**FAX: (609) 884-1821**  
**Day Care Office: (609) 884-9400 x 2621**

Carl T. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 898-9481

Dear Parents/Guardians:

As the close of the school year rapidly approaches, we have already begun planning next year's Day Care Program. At this time, approximately 130 students are participating in our before & after-school sessions. Throughout the year students of all ages will enjoy a variety of art/craft projects and physical activities/games designed by our staff, often in consultation with subject area specialists from our schools.

In order to reserve a space in this low-cost, fun and safe program, please complete the registration information in the packet and return it to the Day Care Office located at Maud Abrams School. Be sure to indicate your anticipated needs for **before-school (AM) \$133.85 monthly, after-school (PM) \$257.14 monthly or both (AM/PM) care \$388.70 monthly. New monthly fees are based on 180 School Days.**

**We are accepting 3 year olds for the 2026-2027 school year. Applications will be accepted on a first come first serve basis due to limited space.**

***It is very important that you fill out and return this entire application.***

Our staff looks forward to working with your child in the coming school year.

Sincerely,

LTES Daycare

**LTES DAY CARE PROGRAM  
REGISTRATION FORM 2026/27 SY**

**DEADLINE TO REGISTER IS: 8/14/26  
ANY REGISTRATIONS AFTER THIS DATE  
WILL BE PUT ON A WAITING LIST**

Email: daycare@lowertwpschools.com

Phone: 609-884-9400 x2621

Times Needed: AM \_\_\_\_\_ PM \_\_\_\_\_ BOTH AM/PM \_\_\_\_\_

CHILD'S NAME	GENDER	BIRTHDATE	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Mother's Name _____	Address _____
Email _____	Cell # _____
Employment _____	Work # _____

Father's Name _____	Address _____
Email _____	Cell # _____
Employment _____	Work # _____

**Who does Child live with:** \_\_\_\_\_

**List ONLY the people who have permission to pick up your child - Besides the Parents**

Name	Relationship	Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Physician's Name</b>	<b>Physician's Phone Number</b>		
_____			
Allergies: _____	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>
Any other Health Conditions: _____	_____	_____	_____
_____	_____	_____	_____

**OFFICE USE ONLY**

Program/Fee _____	Teacher _____
Deposit: _____	_____
Cash	Check#
	Rutgers

## PARENT/GUARDIAN AGREEMENT

In case of accident or illness, I authorize the Day Care Program personnel to act in the best interest of my child. I know that payment is required and agree to abide by the guidelines set forth in the Day Care Program Parent/Guardian Handbook.

- 1) Hours of operation: 7:00 am until start of school / Dismissal until 5:30 pm\* (Note: Exception – half days before holiday breaks students **must** be picked up by 4:00 pm. **\*A late fee of \$15.00** is charged for pick up after our closing time of 5:30 pm or 4:00 pm.
- 2) **Fees must be paid on the 1st of each month. If not paid by the 15th of month termination will result.**
- 3) It is the parent/guardian’s responsibility to report any changes in pertinent information provided on the registration form, such as phone numbers, medical updates, emergency contacts and student release information. This information in the day care office and the school’s main office must be identical.
- 4) **NO** Day Care will be provided on dates when school is not in session.
- 5) Day Care adheres to the district transportation guidelines. **Daily changes are not permitted.**
- 6) Day Care operates on a **“three strikes and you’re out”** platform in terms of student behavior. Please see the Day Care Parent/Guardian Handbook for further details, as well as the Student Code of Conduct in the District Parent/Guardian Handbook

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## ATTENDANCE CONTRACT

For the safety of the students, Day Care transportation arrangements must be consistent. Students **may not** participate in Day Care less than five (5) days a week and be transported home by the district on the other days. The schedule must be a permanent one.

**Daily changes will not be honored.**

For students whose Day Care schedules vary from week to week, the student will be required to attend Day Care every day and the parent/guardian will transport the student home from Day Care. **Bus transportation will not be provided.**

**Parents interested in using our online payment with Smart Care – Check: YES \_\_\_\_\_ NO \_\_\_\_\_**

**Pre-School – 6<sup>th</sup> Grades – Circle the program desired below: Monday thru Friday Only**

	Session	Hours	Cost/Month	Deposit due/Registration (2 weeks)
Must be 5 days	AM	7:00 AM until school starts	\$133.85	\$66.92 (2 weeks)
Must be 5 days	PM	End of school day until 5:30 PM	\$257.14	\$128.57 (2 weeks)
Must be 5 days	AM/PM		\$388.70	\$194.35 (2 weeks)

**NOTE: ALL DAY CARE FEES ARE SUBJECT TO CHANGE! New Monthly Fee based on 180 school days.**

**Vacation & long term illnesses** are not charged when absences occur during a **MONDAY thru FRIDAY week only.** Parents must provide a note or call the Day Care Office (884-9400 x2621) with dates.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Cooper University Hospital Cape Regional  
Cape May Court House, New Jersey  
Lower Township Elementary Schools  
Cape May, New Jersey

**POWER OF ATTORNEY FOR MEDICAL TREATMENT**

\_\_\_\_\_  
Name of Student                                      Child's DOB                                      Grade                                      Teacher's Name

Dear Principal/Superintendent:

If in the event that I cannot be contacted, I \_\_\_\_\_  
Parent/Guardian Name (Please Print)

Living at \_\_\_\_\_  
Address (Please Print)                                      City/State/Zip

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

I give permission for the school authorities to act in place as parent/guardian. In the event of a serious injury or illness requiring treatment, I understand that physicians at Cooper University Hospital Cape Regional or another medical facility will make such diagnosis and render such recommendations for treatment, as they deem reasonable and necessary under the circumstances.

**ADDITIONAL EMERGENCY CONTACTS**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

Medical Conditions/Serious Illnesses: \_\_\_\_\_

Medications & Dosages received: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand for the safety of my child or to provide for their educational program, the school nurse may need to share information about my child with appropriate school staff. This will be done in a confidential manner. If I do not wish this information shared, I must request this in writing and file with the Day Care Office.

**I will keep a copy of this document for my records.** If there are changes or additions, I understand it is my responsibility as the parent/guardian to inform the school in writing.

POWER OF ATTORNEY PERMISSION: PLEASE CHECK ONE BOX, SIGN AND DATE BELOW:

I **do** give my Power of Attorney \_\_\_\_\_ I **do not** give my Power of Attorney \_\_\_\_\_ to the LTES District.

\_\_\_\_\_  
Signature of Parent/Guardian                                      Signature of Parent/Guardian                                      Date

# MEDICAL DECLARATION STATEMENT FOR SCHOOL-AGE CHILD CARE

(AND OR FOR CHILDREN ENROLLED IN PUBLIC OR PRIVATE SCHOOL)

## ONE FORM PER CHILD

---

CHILD'S NAME:

DATE OF BIRTH:

GRADE IN SEPTEMBER

### HEALTH STATEMENT (CHECK ONE)

\_\_\_\_\_ My child is in good health and can participate in the normal activities of the program and has no conditions or special needs that require special accommodations.

\_\_\_\_\_ My child can participate in the normal activities of the program but has conditions or special needs that require special accommodations as indicated below.

### SCHOOL-AGE CHILD'S SPECIAL CONDITIONS OR NEEDS REQUIRING SPECIAL ACCOMMODATIONS

Please list any allergies, medical conditions, including chronic health problems (such as asthma, seizures, behavioral disorders, special needs, etc.

x \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE:

DATE:

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Dear Parents/Guardians:

Day Care students are expected to adhere to the Student Code of Conduct defined in the Student-Parent Handbook. Please take the time to review the complete guidelines with your child, emphasizing the items that follow in this abbreviated contract. We will be emphasizing these guidelines throughout the year. Please know that if your child is **unable** to follow these basic rules, you will be contacted to pick up your child immediately and that he/she **will not be permitted to return to Day Care for the remainder of the school year.** (Failure to return this contract will not negate the consequences for inappropriate behavior.) Please know also that the staff truly appreciates your support and those students who consistently demonstrate positive behaviors.

Thank you in anticipation of your assistance and cooperation.

**Behavior Code Contract** (Handbook p.27)

The Lower Township Schools must be places in which the opportunity to learn is provided to every student. This will happen when students follow the expectations for appropriate conduct in school. These expectations will be supported by our 'High Five' rules, which are as follows:

- 1. Be respectful**
- 2. Be responsible**
- 3. Be there/be ready**
- 4. Follow directions**
- 5. Hands and feet to self**

**Student Expectations** (Handbook p.28)

All students are expected and encouraged to show respect for self, others, property, and the educational environment and to conduct themselves in a safe, non-threatening way.

**Major Offenses** (Handbook p.29)

**Disrespect of the authority of school personnel and school related property**  
**Bullying, name calling, profanity, or vulgarity**  
**Fighting.**  
**Intimidating others for money or other items.**  
**Play fighting, wrestling, or any physical contact that leads to bodily harm.**  
**Threatening or intimidating bodily harm to any person**

I have read the Parent/Guardian Handbook with my child. I understand the procedures, including those outlined in this Behavior Contract.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# LOWER TOWNSHIP DAY CARE PROGRAM

## Parent Contract Agreement

Throughout the year, Day Care will hold special events or parties. During these special times, we like to take pictures and place them in memory books, social media, or on a newsletter. Please indicate below if you give permission for pictures to be taken. At any time you may withdraw your permission by contacting the Day Care Office.

\_\_\_\_\_ I **do give** permission for photographs to be taken of my child/children.

\_\_\_\_\_ I **do not give** permission for photographs to be taken of my child/children.

Throughout the year, our program has movie days. Most movies are G rated but at times the new movies are PG. Please indicate below if you give your permission for your child/children to watch PG movies. At any times you may withdraw your permission by contacting the Day Care Office.

\_\_\_\_\_ I **do give** permission for my child/children to watch PG rated movies.

\_\_\_\_\_ I **do not give** permission for my child/children to watch PG rated movies.

By signing below you are stating that you have received and read a copy of the Day Care Parent Handbook. The information to Parents statement prepared by the Office of Licensing, a copy of the Expulsion Policy, Copy of the Use of Technology and Social Media Policy, Communicable Diseases Policy, Release Policy, a copy of the Behavior Contract, and a copy of the Financial Policy.

Please sign, print and date below. Please provide the name of your child/children.

Thank you!

_____		_____	
Parent's Name (Please Print)		Student's Name	Grade
_____		_____	
Parent's Signature	Date	Student's Name	Grade
_____		_____	
		Student's Name	Grade

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Hello Lower Township Families,

As we start to determine the routes for next year, all children for the 2026-2027 school year will be scheduled to be transported to and from a bus stop closest to their home address.

Please complete the section below **regardless of any changes**. You must indicate if your child attends daycare or is a parent transport. We will **not** assume your information will remain the same. We will also require a parent/guardian's email address for electronic communication.

The Lower Township Elementary School District tries to accommodate legitimate needs when transporting children to stops other than their assigned stops. Requests to change bus stops will only be considered for legitimate needs, such as medical or family emergencies.

Thank you for your cooperation in keeping our records current. If any changes occur over the summer, please contact the Transportation office at 609-884-9444.

The section below must be completed and returned immediately to your child's school.

Best wishes,



Mrs. Shannon Feltwell  
Transportation Supervisor

Student's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian name(s) \_\_\_\_\_

**Current:** bus stop pick up or parent transport or daycare: \_\_\_\_\_

**Current:** bus stop drop off or parent transport or daycare: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Sitters Name/Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Comments: \_\_\_\_\_

# LOWER TOWNSHIP DAY CARE PROGRAM

## PARENT RECEIPT OF INFORMATION

**Check Below:**

\_\_\_\_\_ INFORMATION TO PARENTS DOCUMENT

\_\_\_\_\_ EXPULSION POLICY

\_\_\_\_\_ POLICY ON THE RELEASE OF CHILDREN

\_\_\_\_\_ FINANCIAL POLICY

\_\_\_\_\_ COMMUNICABLE DISEASES POLICY

\_\_\_\_\_ TECHNOLOGY POLICY

I have read and received a copy of the information and policies listed above:

Childs Name: \_\_\_\_\_

Childs Name: \_\_\_\_\_

Childs Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Dear Parents,**

**We are thrilled to introduce you to the SmartCare Parent APP and Web Portal!**

**SmartCare is a cloud-based solution that enables Parents, Center Directors, and Teachers to be connected in real time though out the day, from anywhere, through your own mobile devices and web portal.**

**Our Center is bringing true connectivity and communication directly to you. SmartCare will serve as our centers management software and we want to make sure that you understand what this means moving forward.**

**During registration you will receive a link from SmartCare that your Center will send to you. Please make sure that your email address is up to date. This link will give you access to set up your account, don't forget to download the APP!**

**We strongly suggest that all payments for day care be made through SmartCare. You can save payment options and set up auto-pay.**

**SmartCare also provides a safe way to communicate with your center. If you would like to make changes to your child's account you can do so through SmartCare.**

**If you have any questions feel free to call the Day Care department at 609-884-9400 EXT. 2621.**

## INFORMATION TO PARENTS

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. The 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, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is 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 center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The 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 center 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 any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> 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 center 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 your bringing these concerns to our attention, too.

Our center 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 center.

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. 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 center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

Our center 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 center 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 center's space.

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

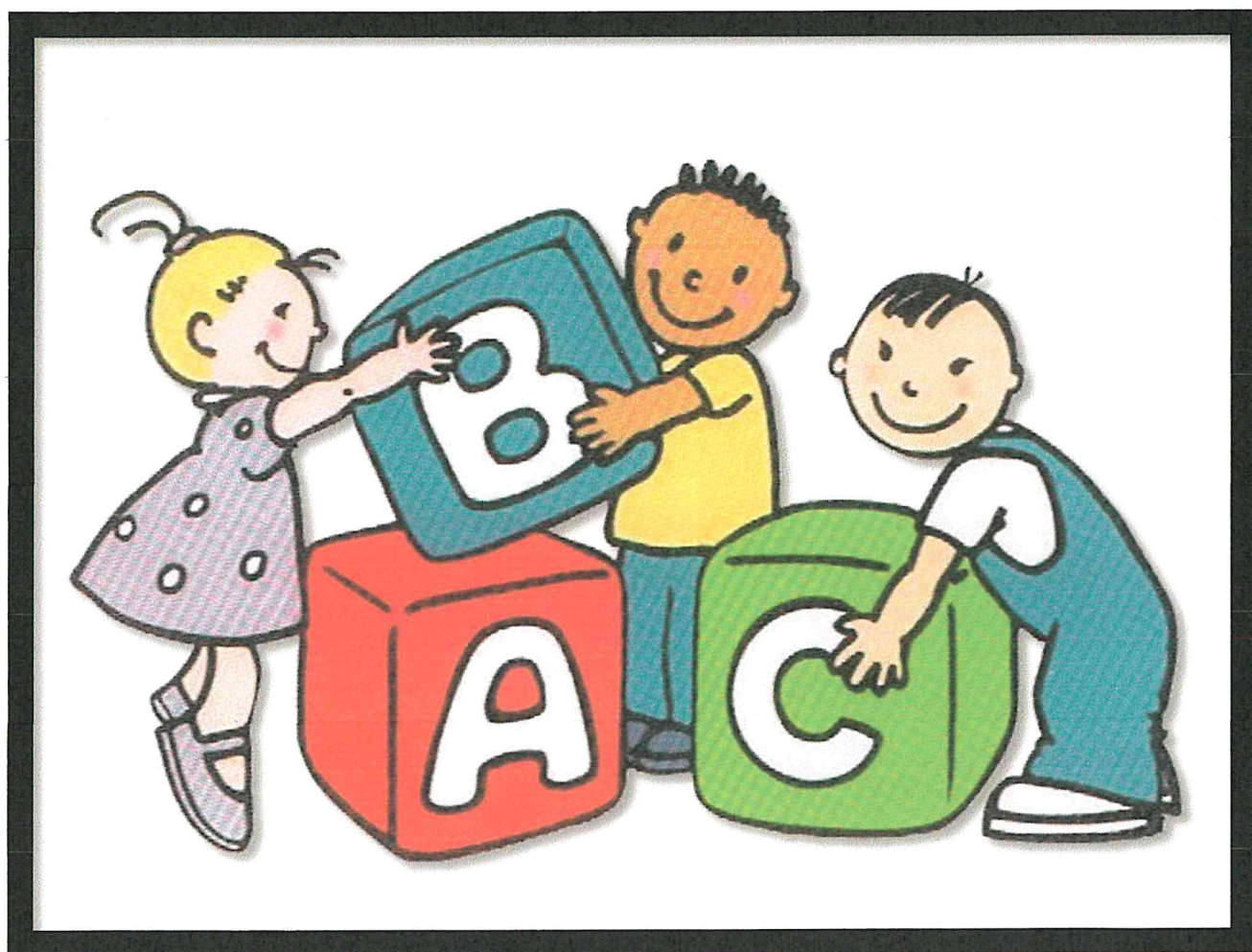
Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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 (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 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 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. 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 center 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/](http://www.state.nj.us/dcf/).

**LOWER TOWNSHIP ELEMENTARY  
SCHOOL DISTRICT DAY CARE:  
2026 – 2027 SCHOOL YEAR  
PARENT/GUARDIAN HANDBOOK**



**Lower Township School District  
Day Care  
Lower Township Elementary Day Care Program  
2026-2027 School Year**

**GOAL**

The purpose of the Lower Elementary Day Care Program is to provide parents/guardians of students attending the Lower Township Elementary School District with a solution for before and after-hour care that is affordable and provides for their child's safety and comfort.

**OPERATIONS**

**Children who are enrolled in the Lower Township Elementary School District are eligible to attend day care.** All children must adhere to the district's policies and procedures, including the Student Code of Conduct. The program follows all rules and regulations that are stated in the district's Parent-Student Handbook.

Day care utilizes three sites to accommodate the before-school needs of students. The David C Douglass Veterans Memorial School serves students in Preschool. The Mitnick School site serves students in Kindergarten, 1st grade, and 2nd grade. Maud Abrams School site serves students in 3rd and 4th grade. Sandman School students are not offered day care services in the morning. All sites operate from 7:00 am until school begins, every day school is in session.

Each site has a designated day care entrance. Parents/guardians must escort their child to the day care door and ensure safe entry. **Under no circumstance** should a student be dropped off alone at the front of a building or the day care entrance before the 7:00 am starting time.

All four of the district's schools provide after-school care on-site. The afternoon sessions operate from the school's dismissal until **5:30 pm** each day school is in session. **On the last school day prior to Thanksgiving, Christmas, and Easter day care in all buildings will close at 4:00 pm. The last day of school, all buildings will close at 3:00 pm.**

In accordance with district safety procedures, students are to be picked-up at the designated day care "safe zones." Parents/guardians are required to sign out their children with the proper identification. Children must be picked up by 5:30 pm each day and by 4:00 pm the day before holiday, and by 3:00 pm on the last day of school. Failure to do so will result in a \$15.00 late fee. If lateness occurs more than three times, the parent/guardian will be advised to find another daycare provider. Children dismissed from the program may not be re-admitted until the next school year. If a child remains in day care after the time day care ends, the staff will begin to call the emergency contacts that were provided. If none of the approved contacts can be reached, it will be assumed that an emergency exists at home and the Lower Township Police will be notified.

Parents/guardians are responsible for completing the daycare attendance contract, indicating their child will be using the program. Staffing will be based on these contracts to allow sufficient supervisors. All permanent changes to the contract must be made in writing and a phone call must be made to the Day Care Office at 609-884-9400 ext 2621. Additionally, a note must be sent in with the student to the school office. If there is a permanent change to a student's day care schedule, a two day waiting period will be in effect to allow notification to transportation, building offices, teachers, and day care staff.

**For the safety of the students, day care transportation must be consistent. Students may participate in day care less than 5 days a week, but must be parent transport to and from day care. The schedule must be a permanent one: daily changes will not be honored. This is consistent with the district's transportation policy, as outlined in the student-parent handbook.**

**In the event of inclement weather, daycare operates as follows:**

- There are no day care services when school is closed.
- On delayed opening days, day care will begin at 8:30 am.
- If school is dismissed early or closed due to weather or an emergency situation, parents/guardians are required to pick up their child by 4:00 pm

## **COST**

The day care program is a self-supporting endeavor. The monies generated are used for staff salaries, snacks, and materials needed for projects, activities, and presentations. In order for a child to receive day care services payment must be made **prior** to attendance. Monthly payment is preferred. Parents/Guardians needing an alternate payment plan should contact the day care office to make these arrangements. Any account delinquent after the 15th of each month will result in **IMMEDIATE** termination of daycare services.

Smartcare is our online payment program. You can review your day care bill and receive important information through this application. You can pay your day care bill online or through the app. This option is not only more convenient for you, but it is also a more secure way to make a payment. We recommend payments be made online or through the app, however you may still pay with a check or cash.

**All daycare rates are based on 180 school days:**

**The cost for AM daycare is \$133.85 per month.**

**The cost for PM daycare is \$257.14 per month.**

**The cost for AM/PM daycare is \$388.70 per month.**

**Vacation and long-term illnesses are not charged when the absence occurs during a Monday through Friday week only.**

Checks can be made out to **LTES Daycare**

## **SNACKS**

Breakfast is available during morning hours and a snack will be provided during the after school program. Students are allowed to bring their own breakfast and snack items.

**It is imperative to make day care staff aware of any known food allergies.**

## **REGISTRATION AND STUDENT INFORMATION**

The registration form contains vital information needed for day care staff. In the event that any of the information that was provided changes, please notify the day care office immediately at 609-884-9400 ext. 2621. These forms enable our staff to respond appropriately in an emergency situation.

## **CLOTHING**

To prevent clothing loss, we ask that you please put your child's name in backpacks and other personal belongings. Articles left in the day care room for more than three days will be placed in lost and found. You may provide day care with a change of clothes in case of illness etc.

**WEATHER PERMITTING: Children attending day care may spend a portion of their time outside, children should dress appropriately.**

## **EXPULSION POLICY**

Students attending the day care program are expected to adhere to the district Student Code of Conduct as defined in the Student-Parent Handbook. These rules and regulations safeguard the health and safety of everyone. Failure to do so may result in removal from the program. Day care performs on the "three strikes you're out" platform unless the action is extremely grave and warrants immediate exclusion from our program. In this instance, the parent/guardian will be contacted to pick up the child. All students are encouraged to show respect for themselves and others.

### **Immediate causes for expulsion (not included in the 3 strikes you're out policy)**

- **Threatening behavior or causing bodily harm to another student.**
- **Fighting**
- **Disrespect of school personnel and school related property.**
- **Additional causes can be found in the District Handbook.**

### **Parental actions for child's expulsion**

- **Failure to pay/habitual lateness in payments**
- **3 or more times picking up your child late.**
- **Failure to provide all necessary documentation.**

## **SCHEDULE OF EXPULSION**

- 1. Staff will be responsible and decide if the action is warranted for parental consideration.**
- 2. Staff will inform parents about the student's behavior if it is a minor offense. If it is a major offense, staff will call parents for immediate removal.**
- 3. If behavior continues, staff members will contact the Day care Director to see if a strike is warranted.**
- 4. The Day care Director will contact the parent to inform them of what happened.**
- 5. After a student has 3 strikes, the day care staff will provide a two-week notice that your child is terminated from the program.**
- 6. Any child terminated from the program, will not be able to utilize the program for the rest of the year. Your child will be able to participate in the program the next school year if behavior expectations are met.**

**Our program succeeds by staff/parent communication. We will make every effort possible to make your child's participation in our program an enjoyable experience. Some of the positive actions that we can provide to help with negative behaviors are:**

- Staff will try to redirect.**
- Staff will get to know the child and their interests and reassess the classroom environment to encourage positive behavior.**
- Staff will praise good behavior.**
- Staff will give the child time to regain self-control.**
- Staff will give the child verbal warnings.**
- Staff will document all negative behaviors with confidentiality.**
- Staff will communicate with parents.**
- Staff will use positive reinforcements to help with negative behavior.**

**Communication between staff and parents is an important factor in your child's behavior. We are dedicated to making your child's participation in our program a positive experience.**

## **POLICY ON THE RELEASE OF CHILDREN**

Each student that attends our program will only be released to the parent/guardian and the emergency contacts listed on the registration form. If you need someone else to pick up your child that is not on your registration form, please contact the day care office.

If during the school year custody arrangements change it is the responsibility of the parent/guardian to notify day care. The office should be provided with a copy of the court order to keep on file for the safety of your child. Please remember to keep us updated on any new documentation that you may receive.

A photo I.D will be needed to release a child to the designated person, even if the staff know who you are. Failure to show proper identification will result in not releasing your child.

If the authorized person picking up your child appears to be in an impaired state whether physically, emotionally, or mentally it will then be the judgment of the staff member to release the child.

## **FINANCIAL POLICY**

All monthly fees for child care must be made prior to student attendance. These fees are due the first Monday of each month. Any account delinquent as of the 15th of the month will be terminated from our program immediately.

When making payments you may use cash, check, money order, or the Smartcare App. **Please make all checks payable to LTES DAYCARE.** If you are not using the APP you will be given a payment envelope, please make sure your payment is secure before sending it with your child. If the envelope is lost or damaged please contact the day care office.

A registration form needs to be completed before students can participate. Please note that a two week deposit will need to accompany the registration form. The deposit will be deducted from the month of September.

There will be a \$15.00 return check fee. If your check is returned you will have to pay the remainder of the year with cash.

There will be a \$15.00 late fee if your child is not picked up by the designated time.

Parents must give 2 weeks' notice of withdrawal from our program. Any outstanding fee needs to be paid immediately after withdrawal or termination.

## **All fees are subject to change.**

The child must be out Monday through Friday to be eligible to receive a credit.

## **RUTGERS REGIONAL PARTICIPANTS**

CCAP is a child care subsidy program for parents who are employed or are in school full time, or a combination of employment and school. To see if you are eligible for subsidy, please review the paperwork attached.

Questions regarding CCAP please call Cape May County CC&R at 609-898-5500.

Families receiving subsidies for child care must follow all financial policies above.

The Lower Township Daycare Program has the right to charge an excess fee for service, if the subsidy is less than the fees that are charged.

**CAPE MAY COUNTY CCR&R  
3801 ROUTE 9 SOUTH, SUITE 11  
RIO GRANDE NJ 08242**

**PLEASE DO NOT SUBMIT CCAP PAPERWORK TO THE DAY  
CARE DEPARTMENT**

## **POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, the child should not attend day care. If such symptoms occur at day care, the child will be removed from the group, and parents will be called to take the child home.

- \*SEVERE PAIN OR DISCOMFORT**
- \*ACUTE DIARRHEA**
- \*EPISODES OF ACUTE VOMITING**
- \*ELEVATED ORAL TEMPERATURE**
- \*LETHARGY**
- \*SEVERE COUGHING**
- \*YELLOW EYES OR JAUNDICED SKIN**
- \*RED EYES WITH DISCHARGE**
- \*INFECTED, UNTREATED SKIN PATCHES**
- \*DIFFICULT OR RAPID BREATHING**
- \*SKIN RASHES IN CONJUNCTION WITH FEVER OR BEHAVIOR CHANGES**
- \*MOUTH SORES WITH DROOLING**
- \*STIFF NECK**

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the day care without a health care provider's note stating that the child presents no risk to himself/herself or others.

NOTE: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

**If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.**

## **POLICY ON TECHNOLOGY**

Lower Township Elementary School District understands that technology is a critical tool in the pursuit of your child's education. Lower Township Elementary School District uses technology of many sorts to provide depth and endless resources to enhance your child's education and to engage our students in the world both now and in the future. Lower Township Elementary School District encourages students to use a variety of technologies to enhance their learning. We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning. All students in the Lower Township Elementary School District will be provided with a Chromebook. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. All students in the Lower Township Elementary School District will be expected to sign a Digital Citizenship Contract. Lower Township Elementary School District's aim is to maintain an environment that promotes ethical and responsible online conduct. The School District provides email to students as an educational tool. The student email system, and its software, hardware, and data files, are controlled by Lower Township Elementary School District. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Any questions regarding technology use in your student's school or classroom should be directed to the building principal.

The Day Care department always blocks out time for students to complete homework. Students can use school issued electronic devices if necessary.

## **PROHIBITED USE OF ELECTRONIC COMMUNICATION & RECORDING DEVICES (ECD)**

Pupils are not permitted to bring, possess, or use an ECD on school grounds at any time, regardless of whether school is in session or not. "Electronic Communication and recording device (ECD)" includes any device with the capability to audio or video or is capable of receiving or transmitting any type of communication between persons. An ECD includes but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers electronic readers personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information

## **CONTACT INFORMATION:**

[daycare@lowertwpschools.com](mailto:daycare@lowertwpschools.com)

609-884-9400 EXT 2621