

**East Orange Child Development
Corporation**



Head Start

**Parent
Orientation
Package
2021 - 2022**





EAST ORANGE CHILD DEVELOPMENT CORP.



682 PARK AVE • P.O. BOX 890 • EAST ORANGE, NEW JERSEY 07019
TEL: 973-676-1110 FAX: 973-676-8026

QUILLA TALMADGE
Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

August 2021

Dear Parents and Guardians:

Welcome to East Orange Child Development Corporation (Head Start; Early Head Start and Home Base). We are a private, nonprofit corporation organization to provide quality child care services to low income families in the city of East Orange. EOCD was established in 1965, and incorporated in 1970 within the City of East Orange, NJ.

EOCD is a comprehensive child and family development agency ensuring responsiveness to the children, families, and the community. The agency's goals are achieved through several major service areas including, but not limited to; Education, Health/Dental, Nutrition, Mental Health Services, Social Services, Parent Involvement, Administration, and services to children and families with special needs.

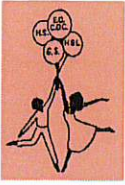
As the 2021– 2022 school year progresses we here at EOCD are available to assist you. Our goal is to see that every student, parent and guardian receives the best early education and intervention service we offer. We encourage you to speak to your social workers and teachers openly.

Attached is our handbook. It can answer some of your questions about the program. It is a valuable guide and resource of information that you may find useful.

Let us work together and strive for excellence in our children. Welcome again and we wish you a successful year.

Sincerely,

Karen H. Jackson
Executive Director



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Date: ___/___/___

I _____ have received the following materials in my orientation package:

1. Parent, Family and Community Engagement Framework Assessment Tool
2. 1301.1 Governance and Management Responsibility
3. Information on Grandparents Support Group/Brother to Brother/ Parent Anonymous/English for Speakers Of Other Languages/Building Blocks
4. Brief Explanation of the Ready Rosie Active Parent Engagement System
5. Procedures for The Crazy Cash Auction
6. Emergency Preparedness
7. Parent Resource List
8. Information to Parents Division of Child Protection and Permanency (DCPP) formally DYFS.
9. Policy for Child Abuse
10. Agency Discipline Procedures
11. Agency Policy on Release of children
12. Parent/Community Persons Grievance Procedures
13. Agency's Policy on late arrivals/pick ups
14. Program for Parents pending policy
15. Policy on Suspension/Expulsion
16. Court Ordered Custody/Protection from Abuse Orders
17. Copies of the EO CDC Medication and Sick Children in the Classroom Policy
18. The Policy on Management of Communicable Diseases
19. The EO CDC Emergency Procedures
20. The Policy on Ringworm
21. Attendance Works/ EO District Attendance Form
22. Family & Child Confidentiality Policy
23. Definition of Dental Neglect
24. Physician's Statement for Food Substitution
25. Introduction to School Readiness

Parents are asked to retain these booklets for future references and parent meetings. Please take time to read the materials when you have some free time and if you have questions, please feel free to ask any staff person for clarification.

PARENT'S SIGNATURE

CHILD'S NAME

CENTER

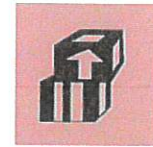


**EAST ORANGE
CHILD DEVELOPMENT CORPORATION**

P.O. Box 890 – 682 Park Avenue
East Orange, New Jersey 07019

Tel: (973) 676-1110

Fax: (973) 676-8026



2021-2022 ANNUAL SCHOOL YEAR CALENDAR

# Days School in Session	DATES TO REMEMBER	REASON
	AUGUST 23-27, 2021	Home Visits, Staff / Parent Orientations
	AUG. 30 - Sept. 2, 2021	Pre-Service Training & Classroom Setup
	SEPTEMBER 3, 2021	Administrative Day - SCHOOLS & OFFICES CLOSED
18	SEPTEMBER 6, 2021	LABOR DAY – SCHOOLS & OFFICES CLOSED
	SEPTEMBER 7, 2021	First Day of School for Students
	SEPTEMBER 29, 2021	12:00 P.M. – EARLY DISMISSAL – ½ Day Staff Meeting and In-Service Training
19	OCTOBER 11, 2021	Columbus Day - SCHOOLS & OFFICES CLOSED
	OCTOBER 27, 2021	SCHOOLS CLOSED TO CHILDREN Staff Meeting and In-Service Training
17	NOVEMBER 4-5, 2021	NJEA Convention - SCHOOLS & OFFICES CLOSED
	NOVEMBER 11, 2021	VETERANS DAY-SCHOOL & OFFICES CLOSED
	NOVEMBER 24, 2021	12:00 P.M. – EARLY DISMISSAL- ½ DAY
	NOVEMBER 25 & 26, 2021	THANKSGIVING HOLIDAY SCHOOLS & OFFICES CLOSED
16	DECEMBER 22, 2021	12:00 P.M. – EARLY DISMISSAL – ½ Day
	DECEMBER 23-31, 2021	WINTER RECESS - SCHOOLS & OFFICES CLOSED
2022		
20	JANUARY 3, 2022	SCHOOLS AND OFFICES RE-OPEN Students & Staff Return
	JANUARY 17, 2022	Dr. MLK, Jr. Holiday SCHOOLS & OFFICES CLOSED
	JANUARY 26, 2022	12:00 P.M. – EARLY DISMISSAL – ½ Day Staff Meeting and In-Service Training
18	FEBRUARY 16, 2022	12:00 P.M. – EARLY DISMISSAL – ½ Day Staff-in-Service
	FEBRUARY 18, 2022	PRESIDENT’S DAY– SCHOOLS & OFFICES CLOSED
	FEBRUARY 21, 2022	PRESIDENT’S DAY– SCHOOLS & OFFICES CLOSED
22	MARCH 23, 2022	SCHOOLS CLOSED TO CHILDREN Staff Meeting and In-Service Training
	APRIL 15, 2022	Administrative Day – Schools & Offices Closed
15	APRIL 18 - 22, 2022	SPRING RECESS - SCHOOLS & OFFICES CLOSED
21	MAY 18, 2022	12:00 P.M. – EARLY DISMISSAL – ½ Day Staff-in-Service
	MAY 30, 2022	MEMORIAL DAY SCHOOLS & OFFICES CLOSED
	JUNE 19, 2022	JUNETEENTH HOLIDAY SCHOOL & OFFICES CLOSED
15 Total 181	JUNE 22, 2022	LAST DAY FOR HS CHILDREN (*SEE NOTE)
	JULY 4, 2022	INDEPENENCE DAY- School & Offices Closed
	JULY 22, 2022	LAST DAY FOR EHS CHILDREN
181 Days = Student Days / 186 Days = Staff Days		
	JULY 5, 2022 – AUGUST 5, 2022	HS Summer Program
	JULY 25, 2022 - AUGUST 5, 2022	EHS Summer Program
*NOTE: If Emergency Days are needed beyond the three (3) days built into the schedule, they may be taken from the Spring Break or added to the end of the school year. 6/22 is last day for students if, (0) emergency day used, 6/23 - Last day if, (1) emergency day used, 6/24- Last Day if, (2) emergency days used.		
Notification System “ONE CALL NOW”		NEWS 12 CABLEVISION/CBS NEWS 2

NOTE: Emergency Closings will be posted on our website www.eocdcs.org or our Facebook page @EastOrangeHeadStart



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PARENT RECEIPT OF INFORMATION

- Information to Parents Documents
- Policy on the release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

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

Child(ren)'s Name:

Parent/Guardian's Name:

Signature / _____ / _____
Date

**EAST ORANGE CHILD DEVELOPMENT CORPORATION
EAST ORANGE, NEW JERSEY 07017**

NAME: _____ CENTER: _____

CHILD'S NAME: _____ DATE: ____/____/____

PARENT, FAMILY AND COMMUNITY ENGAGEMENT FRAMEWORK ASSESSMENT TOOL

Please take a few minutes and fill out the Family Assessment form. The purpose of this tool is to find out what you would like more information on.

Family Well Being

	Strength	Adequate	In Need	N/A
<i>Housing</i>				
1. Special emergency needs such as; No Utilities; Homelessness; Inappropriate clothing for children, please specify.				
<i>Safety</i>				
1. Child abuse/adult abuse (physical/verbal).				
2. Safety in the home, accident prevention, poisoning				
<i>Health</i>				
1. Emergency first-aid, and home first-aid supplies;				
2. Sexually transmitted diseases/safe sex (contraceptives)				
3. Asthma in adult/children				
4. AIDS awareness				
5. Information on Health Maintenance Organizations (HMO)				
6. Women's health issues (breast exam, breast cancer, etc.)				
7. Reading food labels.				
8. Preparing different foods (healthy snacks) holiday recipe sharing				
9. Food Budgeting/planning menus.				
10. What to expect of children and their eating habits.				
11. Diets and food choices				
12. Weight control for every family member (over weight/underweight)				
13. Diets for various diseases i.e. Diabetes/Anemia etc.				
14. Diets for children who have specific health problems				
15. How to recognize and treat communicable/childhood disease. (Chicken Pox, Scarlet Fever, Ring Worm, Impetigo and Eczema)				

EAST ORANGE CHILD DEVELOPMENT CORPORATION

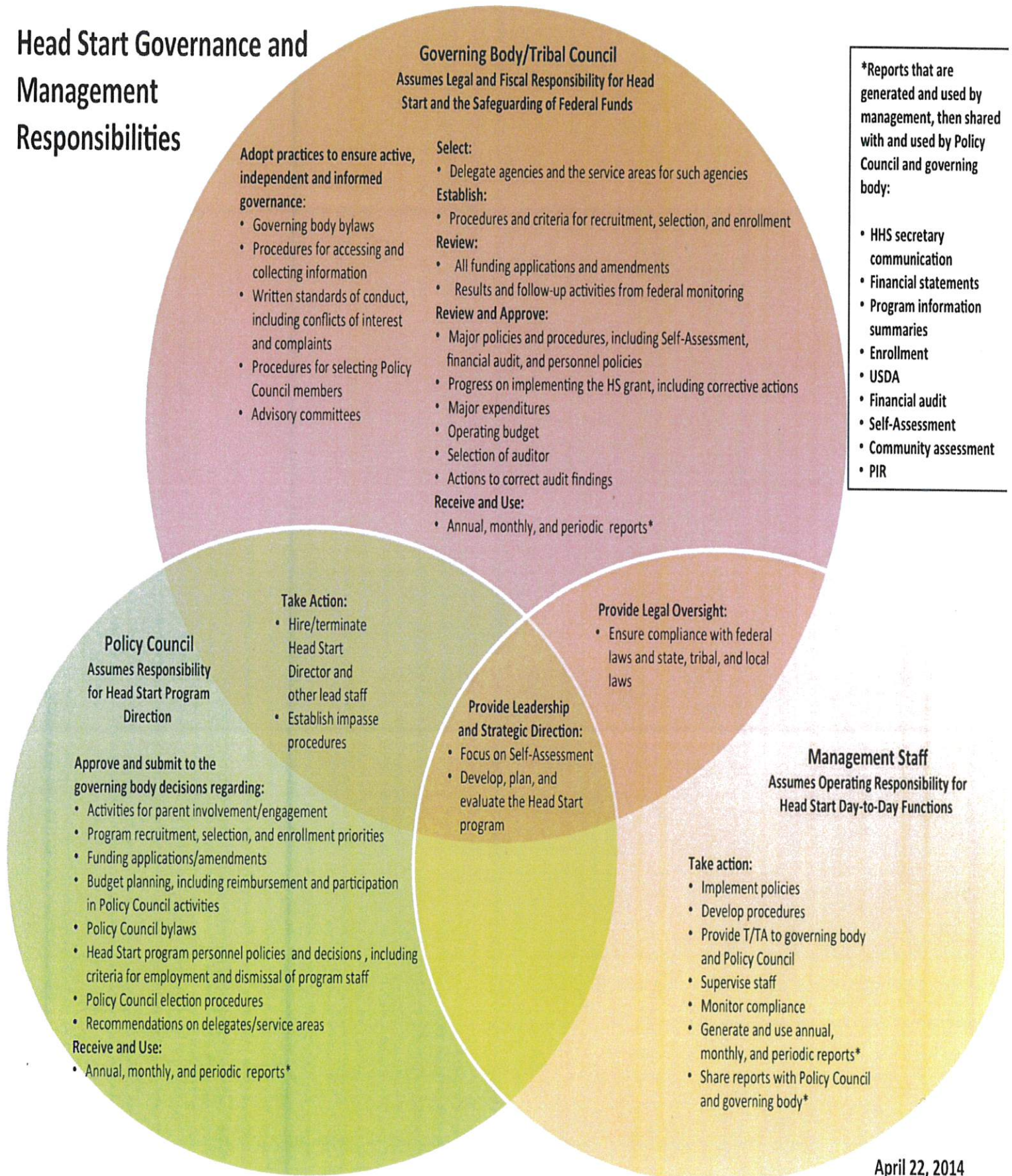
Family Well Being

	Strength	Adequate	In Need	N/A
<i>Mental Health/Substance Abuse</i>				
1. Coping with Stress				
2. Personal Counseling				
3. Coping with Illness				
4. Managing Anger in yourself and others				
5. Coping with Death/Dying				
6. Drug abuse and alcoholism & effects on children/adults				
7. Domestic Violence				
<i>Financial Security</i>				
1. Budgeting, shopping for lowest prices (managing dollars-weekly/monthly)				
2. How to apply for financial aid				
3. Job Search				
4. Financial Literacy/Planning				
5. Information on Child Support and Paternity				
6. How to apply for a job interviewing skills/filling out an application/Dress for success				
7. Programs for Parents (Child Care Subsidy)+				
8. Employment				
Families as Learners				
<i>Education, Training and Life Goals</i>				
1. Groups for people in transition (recently divorced, separated, moved, etc.)				
2. Single Parent Support Group				
3. What local colleges are offering				
4. What training programs are available				
5. Computer Training/Navigating the internet				
6. Obtaining G.E.D./ Continuing Education				
7. Information on citizenship				
<i>Volunteering</i>				
1. Early Head Start and Head Start Program				
Families Engagement in Transitions				
<i>Transitions</i>				
1. Is family aware of the transition process				
2. The family understand their child's learning and development in the transition process				
3. Is the family actively engaged in transition				

EAST ORANGE CHILD DEVELOPMENT CORPORATION

	Strength	Adequate	In Need	N/A
Family Connections to Peers and Community				
<i>Families and Communities</i>				
1. Social Group for parents, such as bowling teams, plays, book club etc.				
Families as Advocates and Leaders				
<i>Leadership and Advocacy</i>				
1. Program Policy Makers Group/Board of Directors (Policy Council)				
Positive Parent Child Relationships				
<i>Nurturing Relationships</i>				
1. Coping with children with special needs				
2. Healthy marriages and relationships				
3. Techniques on how to handle an overactive/withdrawn or child under stress				
4. Parenting skills				
<i>Child Development</i>				
1. Discipline of children				
2. Language/reading activities				
3. Math/Science and Technology Activities				
4. Social /emotional development				
5. At home activities (_____ age of child)				
Family as Life Long Educators				
<i>Family Education at Home</i>				
1. What local colleges are offering				
2. What training programs are available				
3. Computer Training/Planning				
<i>School Readiness</i>				
1. Child Assessment Data (Ages & Stages & Curriculum Activities and Teaching Strategies)				
<i>Promoting Primary Language</i>				
1. English Language Learners				
2. English for speakers of other languages classes (EOL)				

Head Start Governance and Management Responsibilities



*Reports that are generated and used by management, then shared with and used by Policy Council and governing body:

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

Head Start Governance and Management Composition Requirements

Governing Body and Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

The governing body is composed of:

- At least one member with a background and expertise in accounting or fiscal management;
- At least one member with a background and expertise in early childhood education and development;
- At least one member who is a licensed attorney familiar with issues that come before the governing body; and
- Additional members who reflect the community to be served, including parents of currently or formerly enrolled children, and are selected for their expertise in education, business administration, or community affairs.

Please note that the Head Start Act does allow for *exceptions* to these composition requirements in certain cases; for further information regarding exceptions and the use of consultants, refer to the Head Start Act [Sec. 642\(c\)\(1\)\(B\)\(v\) and \(vi\)](#).

Policy Council Assumes Responsibility for Head Start Program Direction

The Policy Council is elected by the parents of children who are currently enrolled in the Head Start program.

The Policy Council is composed of:

- Parents of children currently enrolled in the Head Start program (including any delegate agency), who constitute a **majority** of the members of the Policy Council; and
- Members at large of the community served by the Head Start program (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program.

Parents of children currently enrolled in all program options must be proportionately represented on established policy groups.

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

The management staff includes the grantee organization's executive director, chief financial officer, Head Start program director, and key Head Start managers. Because different agencies have different organizational structures, key management staff titles and responsibilities can vary.

Governing body and Tribal Council members should refer to their Head Start program's organizational structure or chart to identify key Head Start managers in their organization.

EAST ORANGE CHLD DEVELOPMENT CORPORATION

HEAD START GOVERNANCE & MANAGEMENT RESPONSIBILITIES HEAD START PROGRAM PERFORMANCE STANDARDS 45CFR CHAPTER XIII – SEPTEMBER 2016

1301.1 Purpose

An [agency](#), as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1301.2 Governing body

(a) *Composition.* The composition of a governing body must be in accordance with the requirements specified at section 642(c)(1)(B) of the Act, except where specific exceptions are authorized in the case of public entities at section 642(c)(1)(D) of the Act. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

(b) *Duties and responsibilities.* (1) The governing body is responsible for activities specified at section 642(c)(1)(E) of the Act.

(2) The governing body must use ongoing monitoring results, data on [school readiness goals](#), other information described in [§1302.102](#), and information described at section 642(d)(2) of the Act to conduct its responsibilities.

(c) *Advisory committees.* (1) A governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.

(2) If a governing body establishes an advisory committee to oversee key responsibilities related to program governance, it must:

(i) Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility for the Head Start agency; and,

(ii) Notify the [responsible HHS official](#) of its intent to establish such an advisory committee.

1301.3 Policy council and policy committee

(a) *Establishing policy councils and policy committees.* Each [agency](#) must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegate's operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.

(b) *Composition.* (1) A program must establish a policy council in accordance with section 642(c)(2)(B) of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3) of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.

(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C) and 642(c)(3)(B) of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.

(c) *Duties and responsibilities.* (1) A policy council is responsible for activities specified at section 642(c)(2)(D) of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii) of the Act.

(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on [school readiness goals](#), other information described in [§1302.102](#), and information described in section 642(d)(2) of the Act to conduct its responsibilities.

(d) *Term.* (1) A member will serve for one year.

(2) If the member intends to serve for another year, s/he must stand for re-election.

EAST ORANGE CHLD DEVELOPMENT CORPORATION

HEAD START GOVERNANCE & MANAGEMENT RESPONSIBILITIES HEAD START PROGRAM PERFORMANCE STANDARDS 45CFR CHAPTER XIII – SEPTEMBER 2016

3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.

(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.

(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

1301.4 Parent committees.

(a) *Establishing parent committees.* A program must establish a parent committee comprised exclusively of [parents](#) of currently enrolled children as early in the program year as possible. This committee must be established at the center level for center-based programs and at the local program level for other program options. When a program operates more than one option, parents may choose to have a separate committee for each option or combine membership. A program must ensure that parents of currently enrolled children understand the process for elections to the policy council or policy committee and other leadership opportunities.

(b) *Requirements of parent committees.* Within the parent committee structure, a program may determine the best methods to engage families using strategies that are most effective in their community, as long as the program ensures the parent committee carries out the following minimum responsibilities:

(1) Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;

(2) Have a process for communication with the policy council and policy committee; and

(3) Within the guidelines established by the governing body, policy council or policy committee, participate in the recruitment and screening of Early Head Start and Head Start employees.

1301.5 Training.

An [agency](#) must provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in §1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.

1301.6 Impasse procedures.

(a) To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each [agency's](#) governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures. These procedures must:

(1) Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;

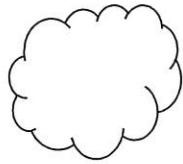
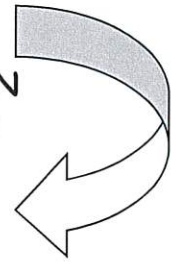
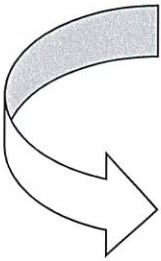
(2) If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,

(3) Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

(b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

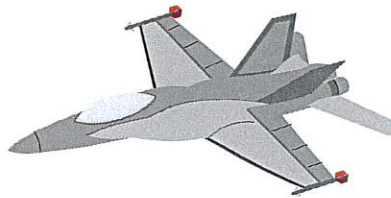
(c) For all programs except American Indian and Alaska Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

EAST ORANGE CHILD DEVELOPMENT CORPORATION
P.O. BOX 890 - EAST ORANGE, NJ 07019 - (973) 266-5380



Is your nest filled for the
SECOND TIME AROUND

Fly on over to the



EAST ORANGE CHILD DEVELOPMENT CORP.

Second Time Around is being offered to all **GRANDPARENTS/GUARDIANS** who are now raising their second set of children. The sessions are held, date and time to be announced. Please indicate below if you are interested in attend. You may contact any Family and Community Engagement staff.

Grandparents Support Group

2021 - 2022

GRANDPARENTS/GUARDIANS NAME: _____

CHILD'S NAME: _____

CENTER: _____

ADDRESS: _____

TELEPHONE NO. _____

YES, I AM INTERESTED: _____

NO, I AM NOT INTERESTED: _____

Grandparentsgroup

****STARTING DATE TO BE ANNOUNCED****

Hi Families,

This is an exciting year! I will be using a resource called ReadyRosie to communicate with you and to provide meaningful activities that you can do at home to support your child's learning.

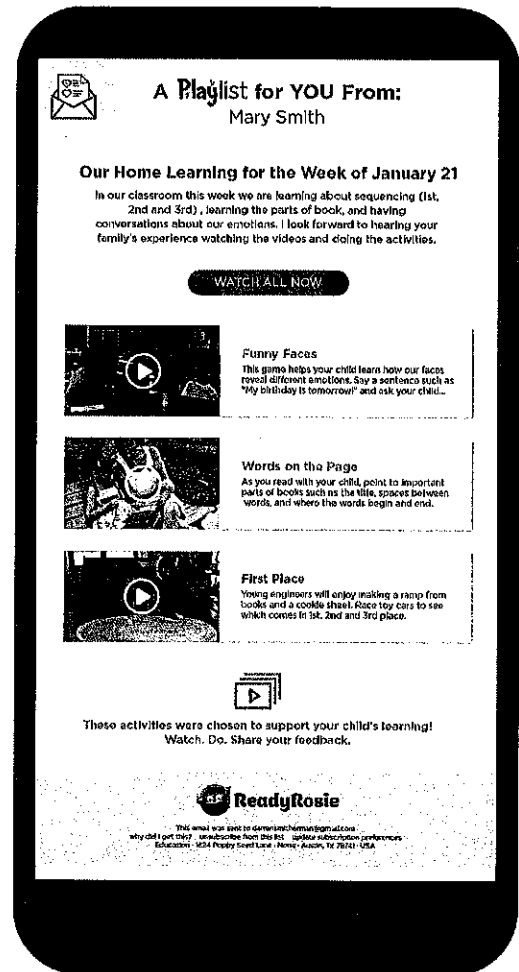
ReadyRosie is a simple tool for you to:

- Hear what we are doing in the classroom
- Discover activities and games you can play that relate to classroom learning
- Have more fun than ever with your child through meaningful interactions

The best part is that each activity/ game is modeled in a 2-minute video so you and your child can watch together and then play the game! You will receive these videos and communication via text message and/ or email.

I will need your email and/ or mobile phone to invite you to ReadyRosie. Please fill out the information below and return by tomorrow, so you can receive your invitation via text or email as soon as possible!

Thank you for partnering with me and for being active in your child's learning through ReadyRosie!



Click on the "CC" Button to access closed captioning and subtitles in Vietnamese and Arabic.



Sign me up for ReadyRosie please!

STUDENT NAME

YOUR NAME

YOUR MOBILE PHONE NUMBER

YOUR EMAIL ADDRESS

“ANYONE can be a FATHER, but it takes SOMEONE SPECIAL to be a DAD...” Wade Boggs



Brother to Brother Group

Get Support to:

- Enhance Communication between Father and Child
- Co-Parent effectively and with confidence
- Handle stressful situations
- Dealing with Child Support
- Continue Education

If interested, contact: Donny Bellamy
Fatherhood Coordinator at (973)902-4825
East Orange Child Development Corp
682 Park Ave, East Orange
2nd, Floor in Conference Room

**MY FATHER
DIDN'T TELL ME
HOW TO LIVE;
HE LIVED,
AND LET ME
WATCH HIM DO IT.**

Clarence B. Kelland

Meetings Dates and Times TBA

ESOL ~ English for Speakers ~ ESOL Of Other Languages



What: English Language Class

Who: Adults seeking to improve their English

When: Tuesdays & Thursdays

Where: TBA

Time: TBA

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"CRAZY CASH" PROMOTION

***IN LIGHT OF COVI-19 PANEMIC THIS PROMOTION FOR CRAZY CASH WILL BE ON HOLD UNTIL FURTHER NOTICE.**

The Basic ideas and rules will be as follows.

1. The program will print up a supply of "CRAZY CASH" dollars in all denominations.
2. East Orange Child Development Corporation parents will receive "CRAZY CASH" dollars for the following activities:
 - A. Volunteering in classrooms on trips, in the kitchen, and office (\$10.00 "CRAZY CASH" dollars per hour).
 - B. Attending Parent Committee Meetings, Workshops or any other meetings (\$50.00 "CRAZY CASH" dollars per meetings i.e. Parenting Classes, Nutrition Classes, Parent Anonymous, etc.)
 - C. Attendance at Policy Group Meetings (\$10.00 "CRAZY CASH" dollars per meeting).
 - D. Parents will receive \$50.00 "CRAZY CASH" dollars for their child's monthly perfect attendance.
 - E. Parents will receive \$10.00 in "CRAZY CASH" dollars for each completed Pre-Registration form they submit.
 - F. Parents accompanying their child for medical services will be given \$25.00 in "Crazy Cash" dollars.
3. East Orange Child Development Corporation families should save these "CRAZY CASH" dollars gained from volunteering in the program.
4. The "Crazy Cash" dollars will be used to bid for various donated goods that are auctioned during the program year. The next auction is in **December** and the last auction will be in **June**.
5. The auction will be a variety of in-kind contributions from local merchants, department stores, etc.
6. Only "CRAZY CASH" may be used to purchase items at the auction.
7. Only East Orange Child Development Corporation parents or adult family members may participate in the "CRAZY CASH" Auction. **(If any family is paid by E.O.C.D.C. they are not eligible to participate in the auction).**
8. Last but not least, "**CRAZY CASH**" dollars will be distributed **only** at **Parent Meetings**.

EACH PARENT MUST ATTEND THE PARENT MEETINGS IN ORDER TO RECEIVE THE "CRAZY CASH" THAT THEY EARNED EACH MONTH. IF YOU MISS ALL MEETINGS AND VOLUNTEER QUITE OFTEN DURING ANY MONTH, YOU WILL LOSE YOUR "CRAZY CASH" DOLLARS FOR THAT MONTH.

NOTE: NO LOST CRAZY CASH DOLLARS WILL BE REPLACED, THEREFORE PLEASE PUT IT IN A SAFE PLACE.

**EAST ORANGE CHILD DEVELOPMENT
CORPORATION
FAMILY AND COMMUNITY ENGAGEMENT
PARENT RESOURCE INFORMATION
SCHOOL YEAR
2021 – 2022**



EAST ORANGE CHILD DEVELOPMENT CORPORATION

P.O. BOX 890

EAST ORANGE, NEW JERSEY 07019

PARENT RESOURCE INFORMATION

DEPT. OF POLICY PLANNING DEVELOPMENT

Miles Johnson – Code Enforcement 973-266-5142; Joseph Bianco 973-266-5199 Planner; Milton Hobbs 972-266-5122 Community Developer; 973-266-5141; Glenn Arnold Housing Rehabilitation 973-266-5137; Property Maintenance 973-266-5320

DEPARTMENT OF VITAL STATISTICS – 973-266-5450

143 New Street, E. O.; Hours 8:30am – 3:45pm Mon – Fri; Responsible for records of birth, deaths, and marriages (License \$28.00 with two forms of ID) occurring in East Orange. Copies of Vital Statistics and certificate fees \$15.00 per copy.

NEIGHBORHOOD HOUSING REVITALIZATION –973-266-5411/5416

Manager Keisha Hams - Receiving loans \$10,000 1st time homebuyers; Rehab for single family homes; lead program. Hours 8:30am – 4:30pm

PLANNED PARENTHOOD OF EAST ORANGE HEALTH CENTER – 973-674-4343

560 Martin Luther King Blvd., E. O. Hours Mon 8:45 – 4:30, Tue 9:00 – 5:00, Wed 11:30 – 7:00, Thu 8:45 – 4:00, Fri 8:45 – 2:30, Every 1st Sat. 9:00 – 12:30 Confidential individual counseling and disbursement of all birth control methods. Walk-in pregnancy test Thu 9:00 – 10:00 & Fri 1:00 – 2:00. Examinations are given. HIV testing & support center. Sliding Fees/Medicaid

WIC PROGRAM – 973-395-8960

185 Central Avenue, E.O. This is a special supplemental food program designed to meet the nutritional needs of young children from low-income families at their most critical stage of development, and to provide nutritious foods and counseling to high risk mothers during pregnancy and while they are nursing. For more information please call between the hours of 8:00 a.m. - 1:00 p.m.

DEPARTMENT OF HEALTH & HUMAN SERVICES/ANIMAL CONTROL ENVIRONMENT SERVICES

143 New Street 2nd floor, E. O. Confidential counseling and investigation of positive cases. Minors treated without parental consent in accordance with New Jersey. 8:30 – 4:30 phone complaints only.

LEAD POISONING – 973-266-5489

143 New Street, E.O. Call for appointment and blood testing open to children 5 years of age and under with no health coverage hours 8:30am – 4:30pm.

EAST ORANGE CITY HALL

RENT CONTROL/RENT LEVELING BOARD – 973-266-5141

44 City Hall Plaza, E.O. - Will interpret the city's rent control ordinance for you. Rent level/located in City Hall 2nd floor Administrative City Clerk Office. Mon – Fri 8:30am – 4:30pm

EAST ORANGE RECREATION – 973-414-4141 Contact Vickie Lewis

1 Fellowship Circle Provides services for youth boys & girls interested in Little League programs, mini-basketball, cheerleading, bowling, Swimming and Track. cityofeastorange.com/recreation 8:30am – 5:00pm

SALVATION ARMY / THRIFT STORE

45 Central Avenue – Mon – Sat 7:30 – 4:00
Newark, NJ 07012
973-589-0370

Pennistone Street – 8:30 – 6:45 Mon - Sat
973-589-0370 (Main Office)

Also a support group for seniors, food pantry.

TRENTON MOTOR VEHICLE INFORMATION 888-486-3339 or 609-292-6500**East Orange Motor Vehicle Office**

183 So. 18th Street Mon 8:00am – 5:30pm, Tue 8am – 7:30pm, Wed/Thurs/Fri 8:00am – 5:30pm Sat. 8:00am – 1:00pm License Services, Permits, and New Jersey Driver License.

WATER COMMISSION – 973-266-8869

99 South Grove Street Cashier 9:00 a.m. - 4:00 p.m. If you have any problems with your sewer/water service contact this department.

EAST ORANGE MAIN POST OFFICE – 973-673-5556/673-2487

26 City Hall Plaza, EO – Mon. - Fri. 8:00 a.m. – 4:00 p.m., Wed. 8:00 a.m. - 5:30 p.m., Sat. 8:00 a.m. – 1:00 p.m. Passports M – F 10:00am – 2 & Sat. 8:00am – 10am appointment only.

EMPLOYMENT TRAINING

50 South Clinton Street, East Orange. Provides only general assistance, must arrive by 8:00am. All other business between 8:00 a.m. – 4:00 p.m.

PROGRAMS FOR PARENTS INC.– 973-395-8708 – Mon – Fri 8:00 – 4:00

50 South Clinton Street, East Orange, NJ 07018 - For TANF recipients only

Other services can be taken to 570 Broad Street 8th fl., Newark, NJ 973-297-1114

ESSEX COUNTY DIVISION OF TANF OFFICE

18 Rector Street, Newark, NJ 973-733-3000

ESSEX COUNTY DIVISION OF WELFARE OFFICE - 973-395-8600**CITY WELFARE DEPARTMENT – 973-395-8165**

50 So. Clinton St., East Orange

Provides aid for dependent children, assisting welfare recipients to obtain work and/or training programs department of employment training programs.

FOOD STAMPS OFFICE – 973-395-8000 or 8130/32

50 So. Clinton St., East Orange - All new clients must be there by 8:00 a.m. to be served.

LIBRARY SERVICES CIRCULATION OF MATERIALS

References and informational assistance. Various types of cultural Programs for all ages. **THE**

BRANCHES: The Main Library - 21 So. Arlington Avenue, 973-266-5600; Ampere Plaza 39

Ampere Plaza - 973-266-7047; Elmwood Branch - 214 Elmwood Ave. - Tues. Thurs., & Fri.

1:30pm – 5:30pm only, 973-266-7050; Franklin Branch - 192 Dodd Street, Mon., Wed. 9:00 –

9:00 and Fri. 10:00pm – 6:00pm, 973-266-7053 Sat. 9:00 – 5:00.

PROPERTY MAINTENANCE – 973-266-5320

44 City Hall Plaza, E.O. 3rd Floor

Responsible for the enforcement of City Housing Codes (leaks, general infestations, painting and etc.).

Hours 8:30 a.m. - 5:30 p.m.

DEPARTMENT OF PUBLIC WORKS – 973-266-5330 – Mon – Fri 8:30 – 4:30

44 City Hall Plaza, E.O., Maintain the city streets by paving, sweeping leaves, and snow removal. Prunes and maintains all city trees and the parks. Handles all traffic signals, signs, meters, line painting, removes garbage and many other services.

MAYOR'S OFFICE - 973-266-5151 - 44 City Hall Plaza, EO - Mon – Fri 8:30am – 4:30**DIVISION OF SENIOR SERVICES – 973-266-8832**

90 Halstead Street, EO – DIRECTOR Rita Butts

A variety of programs and services, including transportation. Mon. – Fri. 9:00AM – 5:00PM

Division of Aging - Located at 900 Bloomfield Ave, Verona, NJ 07044 – 973-395-8375 9:00am – 4:30pm

ESSEX NEWARK LEGAL SERVICES ELDER LAW UNIT

5 Commerce Street Newark – 973-824-3000 – Telephone intake only 8:00am – 5:00pm

Legal Aid services a non-profit lawyer's service 60 & over affordable prices. Free for those who qualify that meet income guideline. If you don't qualify you will be referred to a private attorney.

EAST ORANGE POLICE DEPARTMENT – 973-266-5000

FIRE DEPARTMENT – 973-266-5500 or For Emergency Medical Service 973-266-8855

EAST ORANGE HOUSING AUTHORITY – 973-678-0250

160 Halsted Street, East Orange, NJ 07018 8:30A.M. – 11:45P.M. There is a 5 - 10 year waiting list.

COMMUNITY ACTION – 973-395-8354 – Terrance McCoy M – F 9:00am – 4:00pm

50 So. Clinton Street Suite 3201, East Orange, NJ 07018

Resource and referral service for food bank, utilities, consumer services, shelters and tenant resources.

SOCIAL SECURITY ADMINISTRATION – 1-866-964-0030 FAX 973-675-0546

7 Glenwood Avenue, East Orange Mon – Fri 9:00 a.m. –3:30 p.m.

LA CASA DE DON PEDRO

Assists with payment of public utilities, (Heating/Oil Bills) emergencies only see your social worker before applying.

317 Roseville Ave, Newark 07107 (main office) – 973-485-0701

600 Central Avenue, East Orange – 973-485-0795 Hours: Open 9AM–8PM

POISON CONTROL CENTERS - 800-POISON-1-800- 222-1222

East Orange General Hospital Emergency Room – 973-266-8460

Essex County Family Justice Center – (973) 286-3890

89 Market St, Newark, NJ 07102

The purpose of the Essex County Family Justice Center is to facilitate a coordinated community response to domestic violence that improves outcomes and enables victims to access all of the services they need from a single location.

RUTGERS UNIVERSITY BEHAVIOR HEALTH CARE – 1-800-969-5300

183 South Orange Avenue, Newark - Treatment and services for adults, children and their families, community outreach, consulting and education, crisis intervention. Hours Mon. through Thur. 8:00a.m. - 5:00p.m. and Fri. 8:00am – 6:00pm Outpatient services 973-972-5430; Inpatient Adults – 973-972-6100; 100 Bergen Street University Hospital

NEWARK EMERGENCY SERVICES FOR FAMILIES

982 Broad Street Newark, NJ 973-639-2100 Mon -Thu 9:00am – 5:00pm. 1-800-696-7063 - 24 hour hotline. Provides emergency referral services for families in need of short-term emergency shelter, food pantries and rental assistance programs. Closed first Friday of every month.

EAST ORANGE CRISIS INTERVENTION – 973-266-4478

Located EO Emergency Room, an emergency psychiatric service providing help for people who are no longer able to cope effectively because of stress and disruption in their daily living. Child/Adolescence. Inpatient services East Orange General Hospital 973-266-8440; East Orange Psychiatric Services children/adults ages 3–18, 973-395-4169; Clinical supervisor for Psychiatric Services 240 Central Ave East Pavillion. 973-266-2900 Mon – Fri 8:30am – 4:30pm.

EAST ORANGE SUBSTANCE ABUSE TREATMENT PROGRAM – 973-266-5200

160 Halsted Street Methadone maintenance treatment 7 days a week 6:30am – 9:30am Meds. Business hours 6:30am – 4:00pm Mon – Fri.

RED CROSS – 973-797-3300

209 Fairfield Road, Fairfield, NJ - Training Department/Education, Braille Dept., Disaster Services. Mon – Fri 8:30am – 4:30pm

<p>NEW LIFE COUNSELING AND MENTAL HEALTH SERVICES – 973-748-0847 12 Prospect Street, 07003 Counseling services for children and Adults</p>
<p>CEREBRAL PALSY SCHOOL OF NORTH JERSEY- 973-740-2353 Administrative Office 973- 763-9900 Mon – Fri 8:00am – 4:00pm</p>
<p>YMCA 100 No. Arlington Avenue, East Orange – 973-673-5588 or 5589; Main Street-Orange – 973-674-6800 ext. 8; Park Avenue-Orange – 973-672-9500 – Mon – Fri 7:00am – 6:30pm</p>
<p>CHILD PSYCHOLOGIST – 973-675-9200 Dr. Johnson and Dr. Williams 185 Central Avenue, EO \$200.00 per session (some insurance accepted).</p>
<p>UNITED WAY (Essex & West Hudson) 1-800-435-7555 or Dial 211 303 – 309 Washington Street 2nd floor Newark, NJ 973-624-8300 Ext. 200 between 8:45am – 4:45pm Mon – Fri, Health & Human Service info ext. 21; Addictions Hotline ext. 22; Homeless ext.23; NJ Homeland Security ext. 55; Administrative Office ext. 31(Espanola ext. 99) nj211.org</p>
<p>INTERNAL REVENUE SERVICE - Mon – Fri 7:00am – 7:00pm Located at 970 Broad Street, Newark Federal Tax information – 1-800-829-4477/1040 Federal Tax forms only - 1-800-829-3676 State Tax Information – 1-800-323-4400</p>
<p>TODAYS DENTAL – 973-675-1799 185 Central Avenue, E. Orange Suite 405 hours Mon. – Thurs. 9:00am – 4:00pm</p>
<p>BESSIE MAE WOMEN’S HEALTH CENTER 220 So. Harrison Street, East Orange, NJ 07018 We serve the insured and uninsured, walk-ins always welcome. Office hours Mon – Sat. 9:00am – 5:00pm call for appointments 973-766-1303 / fax 973-766-1361 also visit online at www.bessiemaewhcf payment options insurance, cash money orders and debit/credit cards</p>
<p>DIVISION OF EMPLOYMENT AND TRAINING 90 Halsted Street 2nd fl., East Orange, NJ Ph.: 973-677-8914 fax: 973-673-8561 Assist with Resume, Job interviews, 8:30am – 4:30pm</p>
<p>FAMILY HEALTH CENTER – 973-674-3500 - 86 So. Harrison Street #4A 240 Central Avenue. By appointment only. Medicaid/Medicare accepted most insurance with card and form, discount plan for low-income families. Mon. & Fri. 9:00 a.m. - 5:00 p.m.,</p>
<p>TOOL LIBRARY – 973-266-1022 - Nadia May, Kelly Coordinator 214 Elmwood Avenue and Clinton Street (EO residents only) Mon. – Fri. 8:30AM - 4:30PM</p>
<p>ANIMAL CONTROL – 973-266-5109 - 973-266-5109 Dog warden apprehends stray animals and handles complaints about them. All dogs in the city must be licensed.</p>
<p>MOBILE MEALS – OF ESSEX – 973-744-0473 60 South Fullerton, Montclair, NJ (Hours 7:30 a.m. - 3:00 p.m.)</p>
<p>Newark Community Health Center Inc. Services Essex County – 973-675-1900 444 William Street, EO, Community Health Care Center which offers comprehensive Health Care, Dentistry, X-Ray's, Lab services, counseling services and most Insurance/Medicaid/Medicare accepted sliding fee scale is available. Mon & Wed 9am – 7pm; Tue, Thurs & Fri 9am – 5pm</p>
<p>COUNTY PROBATION DEPARTMENT – 973-693-6400 (Support orders/paternity establishment and enforcement) East Orange Probation – (973) 776-9300 8:30am – 5:30pm Monday – Friday Essex New Courts Building Room 117 Newark, NJ 07102</p>

NATIONAL COUNCIL OF JEWISH WOMEN (NCJW) – 973-748-0588

70 So. Orange Avenue #120

Provides support services through utilization of volunteers to community organizations

BIRTH RIGHT (PREGNANT MOM PROGRAM) – 973-743-2061

623 Bloomfield Avenue, Bloomfield, NJ 07003

They offer friendship, free pregnancy test, information regarding education on pregnancy, prenatal care, medical help financial assistance, parenting skills, continuing your education, legal advice, adoption referral. Maternity and baby clothes, ongoing and confidential support and encouragement.

Hours Wednesday, Thursday and Friday – 10:00am – 2:00pm and on Saturday 9:30am – 1:00pm

Weatherization Program New Jersey Comfort Partners – 1-888-773-8326

Offered to P S E & G customers or any other customer of record with metered electric or gas account. 5 East Stow Road, Marlton, NJ 08053

East Orange Family Success Center 973-395-1442

132 So. Harrison Street, EO, NJ – Mon. – Fri. 9:00 – 5:00; Thurs. 11:00 – 7:00

60 Evergreen Place, Suite 307, East Orange, NJ 07018 – Director Keir Kaisar

Provides resources and family services to the community at large.

Newark Community Health Center, Inc.– 973-483-1300

741 Broadway Newark, NJ Free/Low-Cost Clinics

EAST ORANGE GENERAL FAMILY HEALTH CENTER – 973-674-3500

240 Central Avenue, EO, NJ 07018

JUNIOR LEAGUE OF ORANGES AND SHORT HILLS – 973-379-9655

105 Main Street, Milburn, NJ 07041 Community based education advocates for children and families.

DEPARTMENT OF PUBLIC ADVOCATE**HOTLINES**

ALCOHOL ANONYMOUS/ADDICTION HOTLINE	877- 576-6863
ANIMAL ABUSE SPCA SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	800 - 582-5979
AUTO SAFETY	800 - 424-9393
BIRTH RIGHT IN BLOOMFIELD	(973) 743-2061
BIRTHRIGHT	800 -550-4900
CAREER INFORMATION (www.njcan.org)	800 - 222-1309
DIVISION OF CHILD PROTECTION AND PERMANENCY(DCPP) (formally DYFS)	800 - 792-8610
DEVELOPMENTAL DISABILITIES COUNSEL	800 - 832-9173
DISABILITY HOTLINE NEWARK	973 - 693-5080
DIVISION OF THE DEAF	609 – 588-2648
EAST ORANGE SUBSTANCE ABUSE	973 - 266-5200
EAST ORANGE CRISIS UNIT	973 - 266-4478
REPORTING POWER OUTAGE - P S E & G	800 - 436-7734
HEALTH & SENIOR SERVICES	800 - 792-8820
LIFE LINE/SENIOR SERVICE	800 - 792-9745

HOTLINES (continued)	
NATIONAL COUNCIL ON ALCOHOLISM / DRUG DEPENDENCY Counseling the alcoholic and family. Information and referrals, public education.	609-689-0599
NEWARK BETH ISREAL CRISIS UNIT	973 - 926-7416
NEWARK DISTRICT OFFICE COMMISSION FOR THE BLIND	973 - 648-2111
NJ GOVERNOR'S OFFICE	609 - 777-2500
NJ HIGHER EDUCATION STUDENT FINANCIAL AID	800 - 792-8670
NJ MEDICAL ASSISTANCE HOTLINE	800 - 356-1561
NURSING HOMES NJ DEPT. SENIOR SERVICE COMPLAINT LINE	800 - 792-9770
PHARMACEUTICAL AID TO AGED AND DISABLED	800 - 792-9745
PUBLIC UTILITIES COMMISSION	800 - 624-0241
CRISIS OUTPATIENT HOTLINE	973 - 972-6100
WOMEN REFERRAL CENTRAL	800 - 322-8092

FAMILY VIOLENCE CRISIS HOTLINES

(Someone will be there to talk to you)

DOMESTIC VIOLENCE STATEWIDE HOTLINE (for 24 hour information and referrals)	800 - 572-7233
DIV. OF CHILD PROTECTION AND PERMANENCY (DCPP) (FORMALLY DYFS) (to report child abuse and neglect 24 hours a day) 1877-NJABUSE	877 - 652-2873
GOVERNOR'S TASK FORCE ON CHILD ABUSE AND NEGLECT FAMILY HELP LINE (a stress line 24 hour information & referral)	800 THE KIDS
NJ DEPT. OF HEALTH AND SENIOR SERVICES (for information about reporting elder abuse or abuse of vulnerable adults from 8:30am - 5:00pm)	609-292-7837
NJ DIVISION ON WOMEN - (for information on violence against women)	609 - 292-8840
PREVENT CHILD ABUSE-NEW JERSEY (to get involved in prevention activities & to find out where to take parent education classes)	800 CHILDREN
NJ COALITION AGAINST SEXUAL ASSAULT (crisis intervention information and referrals for victims of sexual violence)	800 - 601-7200
PARENT ANONYMOUS/STRESS LINE/NJ TASK FORCE CHILD ABUSE & NEGLECT TEEN PREGNANCY PREVENTION INITIATIVE (to find a parent support group in your community)	908-590-3172
NJ CHILD ASSAULT PREVENTION (CAP) - Brian Hemphill Coordinator (to bring prevention training to children)	973-485-9018
CATHOLIC CHARITIES	973 - 266-7966
NJ COALITION FOR BATTERED WOMEN (info., referral & resource for victims & abuser)	609 - 584-8107
SELF HELP CLEARINGHOUSE (to find a self-help group in your community)	800 FOR-MASH
NJ STATE OFFICE OF VICTIM-WITNESS ADVOCACY (for info. about services for crime victims/ compensation)	800-242-0804
Office of Child Abuse Control (OCAC) 1-877-NJ ABUSE For reporting suspected cases of child abuse and neglect. Calls during regular business hours are referred immediately to the appropriate district office. Hotline calls during off-hours are referred to the Special Response Unit (SPRU) which begins immediate field intervention.	877-652-2873

Office of Child Abuse Control (OCAC) 1-877-NJ ABUSE (1-877-652-2873)

For reporting suspected cases of child abuse and neglect. Calls during regular business hours are referred immediately to the appropriate district office. Hotline calls during off-hours are referred to the Special Response Unit (SPRU) which begins immediate field intervention.

Office of Advocacy for Families & Children 1-800-331-3937

Enables anyone in the state to call with question or concerns related to DYFS. Answers questions about services availability, eligibility requirements or inquiries about how to become a foster parent. Focus is on problem solving. Cuts down on response time when a condition warranting DYFS action identified by the public or by anyone who works closely with DYFS.

Foster Care Recruitment

Handles calls from citizens interested in both foster care and adoption. Workers Debra Hayes at 609-292-7450 or Judy Difalci at 609-984-6257 are familiar with both foster care and adoption and offers preliminary information. Many calls deal with inquires on how to apply to be foster parents. In answering these types of calls, the recruitment line worker gives a description of the program, emphasizing its temporary nature, the requirements, clothing, allowances and stipends. The recruitment line worker then takes down basic information on an inquiry form such as names and addresses and how they learned of the foster care recruitment line. This information is then sent to the district office.

*****OR IN AN EMERGENCY CALL 911 OR YOUR LOCAL POLICE*****

AL-ANON/ALATEEN INFORMATION SERVICE – 973-744-8686

73 So. Fullerton Avenue 2nd floor, Montclair, New Jersey

Information service provides support for the family, hours 9:00 a.m. – 5:00 p.m. Mon - Fri

AMERICAN SOCIAL HEALTH HOTLINE – 800-227-8922

Comprehension health promotion and VD prevention through education program. Materials films, slides, posters, literature and speakers.

ASPIRA, INC OF NEW JERSEY – 973-484-7554

390 Broad Street, Newark, New Jersey

Counseling for children having problems hours Mon. – Fri. 9:00am – 9:00pm (10yrs to high school age). Provides service to Hispanic youngsters.

ASSOCIATION FOR CHILDREN OF NEW JERSEY – 973-643-3876

35 Halsey Street, Newark, New Jersey 07102

Association works through agencies, etc., to improve services to children in need. Hrs. 9:00am – 5:00pm Mon - Fri

EASTER SEAL SOCIETY – 732-828-8080

9 Terminal Road, New Brunswick, New Jersey 08902

Assists disabled person and their families in finding and making effective use of resources which will be helpful for them. Hours Mon. – Fri. 8:00am – 3:30pm

NEW EYES FOR THE NEEDY, INC.

549 Millburn Avenue/P.O. Box 332 Short Hills, New Jersey 07078-0332

Office #: 973-376-4903 – Fax #: 973-376-3807 Mon – Thurs 9:00am – 12:30pm & Fri 9:00am – 12:00pm
neweyesfortheneedy.org

SPEECH & HEARING ASSOCIATES (ESSEX COUNTY)

60 Notch Road, West Paterson, NJ 07424

Comprehensive Audiology Service Office # 973-785-0696 Fax #: 973-785-0725

MIRACLE EAR CHILDREN FOUNDATION

P.O. Box 59261, Minneapolis, MN 55429-0261 Office #: 1-800-234-5422 Fax #: 732-268-4295

ESSEX COUNTY HOSPITAL CENTER HEALTH AND REHABILITATION – 973-571-2800

204 Grove Avenue, Cedar Grove, New Jersey 07009

All-purpose psychiatric clinic serving people of all ages who are residents of Essex County Hours Mon – Fri. 2:00am – 3:00pm and 6:00pm – 8:00pm

SUMMIT HOSPITAL PSYCHIATRIC CHEMICAL DEPENDENT – 908-522-7000

19 Prospect Street, Summit, New Jersey 07901

Diagnostic, therapeutic, research facility, private facility in-patient/out-patient Mon – Sat – 7:00am – 10:30

WIC OFFICE – 973-395-8960

185 Central Avenue #505, East Orange, NJ 07018

The WIC program can help you s-t-r-e-t-c-h your food dollar if you are pregnant, breastfeeding, or have a child less than 5 years old. Mon. – Fri. 8:30am – 4:30pm and Thurs. 8:30am – 5:30pm

FAMILY CONNECTION COUNSELING SERVICES - 973-675-3817

7 Glenwood Avenue Suite 101, East Orange, NJ 07017

395 South Center Street, Orange, New Jersey 07050

Foster the development of the family life by promoting social welfare of children, adults and families. Hours Mon. through Thurs. 9:00 a.m. – 8:00 p.m.; Fri. 9:00 a.m. – 5:00 p.m.

INTERGRITY, INC. – 973-623-0600

103 Lincoln Park, Newark, New Jersey 07012

Residential drug rehabilitation outreach center for drug abusers. Hours 9:00 a.m. – 5:00 p.m.

FAMILY INTERVENTION - 973-324-7879 ext. 238 - FAX 973.324.7890

86 South Harrison Street, EO, New Jersey 07018

Services children under the age of 18 years of age contact Kerri Scully, MA, LPC, ACS Essex County Assistant Director

PEDIATRIC AND ADULT REHABILITATION CENTER 732-873-7600

4 Railroad Avenue, Somerset, NJ

Provides therapeutic services for children and adults. Contact Gloria Anderson-Ballard

HOMELESS INFORMATION

INTERFAITH HOSPITALITY NETWORK – 973-746-1400

46 Park Street, Montclair, NJ 07040 - 9am – 5pm M-F Shelter for family homeless

COMMUNITY DEVELOPMENT CORPORATION – 973-266-5315

490 Main Street, East Orange, NJ 07018

Contact person Executive Director Connie Crawford - Will assist if evicted and wanted to remain at that housing, Shelter, Pantry, Mortgage Assistance, Low income referrals Ms. Hayes

GOODWILL RESCUE MISSION – Rev. Thomas Administrative Office – 973-621-9560

79 University Avenue, Newark, New Jersey

Men Dormitory – 973-621-9560, SSI /SSD or men without income must work in the warehouse – 973-589-5772 contact person George. Services the Newark area, referral needed, photo ID, social security card. Mon. – Fri. 2:30 a.m. – 7:30 p.m. Screenings Mon. – Fri. 8:00a.m. – 12:00pm

APOSTLE HOUSE – 973-350-9715 or 973-482-8865

24 Grant Street, Newark, NJ - Contact person Vernice Brown 24 Hr. shelters serving women and children, pregnant teens seen by referral only.

ISAIAH HOUSE – 973-677-1530

85 - 89 North 14th Street, EO, NJ program for pregnant/non pregnant teenage girls ages 14 – 21 referrals necessary.

238 North Munn Avenue, EO, NJ – 973-678-5882 fax 973-678-5957 24 hour service Shelter for Women and Children Referrals for welfare or working clients. Hours Mon – Fri. 9:00 a.m. – 5:00 p.m.

JOI'S ANGELS – 973-395-4348

114 So. Arlington Ave., NJ 07018 Provides refuge, shelter, food and counsel for families in need.

SIERRA HOUSE – 973-678-3556

Provides shelter for women ages 18 – 25. Education and community services support. Director Keely Freeman

**EAST ORANGE SCHOOL DISTRICT
DIRECTORY**

<p>EAST ORANGE COMMUNITY CHARTER SCHOOL - 973-996-0400 99 Washington Street, East Orange, NJ 07017 Principal Harvin T. Dash</p>
<p>ECOLE TOUSSAINT LOUVERTURE (NASSAU SCHOOL) 973-266-5940 330 Central Avenue, East Orange, NJ 07018-2802 Principal David T. Johnson</p>
<p>GEORGE WASHINGTON CARVER INSTITUTE OF SCIENCE/TECHNOLOGY (PK-5) 973-266-5860 135 Glenwood Avenue, East Orange, NJ 07017 Principal Sharon Alsbrook Davis</p>
<p>GORDAN PARKS ACADEMY RADIO, ANIMATION, FILM & TELEVISION (PK-6) 973- 266-5950 98 Greenwood Avenue, East Orange Principal Leslie Shults</p>
<p>J. GARFIELD JACKSON SR. ACADEMY (K – 5) HUMANITIES THROUGH TECHNOLOGY/GLOBAL AWARENESS – 973-266-5895 106 Prospect Street, East Orange, 07017 Principal Yvy Joseph</p>
<p>JOHNNIE L. COCHRAN JR. ACADEMY LEGAL STUDIES & COMMUNITY SERVICE (PK-5) – 973-395-5975 190 Midland Avenue, East Orange, NJ 07017 Principal Ralph Jacob, Jr.</p>
<p>LANGSTON HUGHES SCHOOL OF PUBLISHING/FINE ARTS (PK-5) 973-266-5870 160 Rhode Island Avenue, East Orange, NJ 07018 Principal Dr. Vincent Stallings</p>
<p>MAYA ANGELOU CHARTER SCHOOL – 973-266-5850 450 Park Avenue, East Orange, NJ 07018</p>
<p>MILDRED BARRY-GARVIN SCHOOL MICROSOCIETY & STUDENT-BASED ENTERPRISE STUDIES (PK-5) - 973-674-5410 1 Grove Place, East Orange, NJ 07017-4706 Principal Fidelia Sturdivant</p>
<p>EAST ORANGE BOARD OF EDUCATION EARLY CHILDHOOD DEPARTMENT – 973-266-5795 125 Glenwood Avenue Glenwood Campus) FAX 973-395-5984 (East Orange, NJ 07017 www.eastorange.k12.nj.us</p>

EAST ORANGE SCHOOL DISTRICT
DIRECTORY Continued

<p>EAST ORANGE SCHOOL DISTRICT BOARD OF EDUCATION – 973- 266-5785 EAST ORANGE SCHOOL DISTRICT SUPERINTENDENT – 973- 266-5760 EAST ORANGE SCHOOL DISTRICT SPECIAL EDUCATION – 973- 266-5785 199 Fourth Avenue, East Orange, NJ 07017</p>
<p>EAST ORANGE SCHOOL DISTRICT ENROLLMENT CENTER – 973-266-2399 FRESH START ACADEMY (The Edmonson Center) – Sharon Mincy, Enroll. Ctr. Specialist 74 Halstead Street, East Orange, NJ 07018 Enrollment/Registration hours 8:30 am - 1:30 pm Monday - Friday</p>
<p>ADULT ALTERNATIVE HIGH SCHOOL PROGRAM AT 4TH AVENUE Level 2 199 Fourth Avenue, East Orange, NJ 07017 973-266-2957 Supervisor/Comm. Ed. Dr. Neville L. Matadin, GED, Continuing Ed. Evening Classes</p>
<p>ALTHEA GIBSON SCHOOL EARLY CHILDHOOD ACADEMY (PK-K) 973-266-7017 490 William Street, East Orange, NJ 07017 Principle Crystal Davis</p>
<p>BENJAMIN BANNEKER ACADEMY (PK – 5) 973-266-4320 (Formerly Fourth Avenue School) Academy of Hospitality, Tourism & Hotel 500 South Clinton Street, East Orange, NJ 07018 Principal Krysten Hayes</p>
<p>CICELY TYSON SCHOOL COMMUNITY SCHOOL OF PERFORMING AND FINE ARTS (Vernon L. Davey School) 973-414-9222 45 No. Arlington Ave, East Orange, NJ 07018 Principal Passion Moss-Hasan</p>
<p>DIONNE WARWICK INSTITUTE OF ECONOMIC/ENTREPRENEURSHIP (PK-5) 120 Central Avenue, East Orange, NJ 07018-3939 Principal Gloria Watson; Asst. Principal Flore-Nadeige Lovett - 973-266-5930</p>
<p>EDWARDS T. BOWSER SR. UNIQUE SCHOOL (PK-5) 973-414-4170 MEDICAL & ALLIED HEALTH/SPANISH IMMERSION 180 Lincoln Street, East Orange, NJ 07018 Principal Elizabeth Kelly</p>
<p>EAST ORANGE CAMPUS 9 – 973-266-5900 34 North Walnut Street, East Orange, NJ 07018</p>
<p>EAST ORANGE CAMPUS HIGH SCHOOL – 973-266-7300 344 Prospect Street, East Orange, NJ 07017</p>

EAST ORANGE SCHOOL DISTRICT
DIRECTORY Continued

<p>PATRICK HEALY MIDDLE SCHOOL – 973-266-5670 JOHN L. COSTLEY MIDDLE SCHOOL – 973-266-5660 SOJOURNER TRUTH MIDDLE SCHOOL – 973-266-5665 116 Hamilton Street, East Orange, NJ 07017-2912</p>
<p>WAHLSTROM ACADEMY EARLY CHILDHOOD CENTER (PK-K) – 973-395-1210 340 Prospect Street, East Orange, NJ 07017 Principal Annie Jackson</p>
<p>WHITNEY E. HOUSTON ACADEMY CREATIVE & PERFORMING ARTS (PK-8) 973- 266-5880 215 Dodd Street, East Orange, NJ 07017 Principal Henry Hamilton</p>

CONTINUING EDUCATION

<p>Essex County College 973-877-3100</p>	<p>Rutgers University 973-353-5706</p>
<p>Montclair State University 973-655-4353</p>	<p>Bloomfield College 973-748-9000 Ext. 309</p>
<p>Kean College 908-737-7100</p>	
<p>College Aid 1-800- 792-8670 For any questions about financial aid for college students 1-800-792-8670.</p>	

COLLABORATING CHILD CARE AGENCIES

<p>HARAMBEE FAMILY ACADEMY 973-675-5950 60 Glenwood Ave, East Orange, NJ 07017 Director Easter Coleman-Parks</p>	<p>NORJENE DAYCARE CENTER 973-675-9330 61 North Arlington Avenue, East Orange, NJ 07017 Director Norma Adams</p>
<p>Three Stages 973-672-2430 91 South Harrison Street, East Orange, NJ 07018 Director Linda Wright</p>	<p>ZADIES OF THE ORANGES 973-395-5100 141 So. Harrison St., East Orange, NJ 07018 Director Winifred Smith</p>



EAST ORANGE CHILD DEVELOPMENT CORP.



682 PARK AVE • P.O. BOX 890 • EAST ORANGE, NEW JERSEY 07019
TEL: 973-676-1110 FAX: 973-676-8026

QUILLA TALMADGE
Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

Dear Parent (s):

In keeping with New Jersey's child care center-licensing requirements; we are obliged to provide you, as the parent of a child enrolled at our center, with this information statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1 (877) NJ ABUSE.

Please read this statement carefully and, if you have any questions, feel free to contact me at (973) 676-1110.

Sincerely,

Karen H. Jackson

*Karen H. Jackson
Executive Director*

*Department of Children and Families
Office of Licensing*

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, 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, Child Care (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DFC). 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 secure a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov.gov/dcf/providers/licensing/law/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 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 review the online at <https://data.nj.gov/childcare> explorer.

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 question you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL Office 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 accommodation 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 and 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.atate.nj.us/dcf/.

INFORMATION TO PARENTS

(DCPP Letter)

2021– 2022

School Year

Please complete and return this portion to the center. (PLEASE PRINT)

Name of Child: _____ *Center:* _____

Name of Parent/Guardian (s) _____

I have read and received a copy of the information to parent's statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children and Families.

Parent/Guardian Signature

Date: ____ / ____ / ____

Staff Signature

Date: ____ / ____ / ____



EAST ORANGE CHILD DEVELOPMENT CORP.

682 PARK AVE • P.O.BOX 890 • EAST ORANGE, NEW JERSEY
07019

QUILLA TALMADGE
Chairperson

TEL: 973-676-1110 FAX: 973-676-8026



VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

KAREN H. JACKSON
Executive Director

VALERIE BEST
Secretary

EAST ORANGE CHILD DEVELOPMENT CORPORATION

Procedures for Reporting Suspected Child Abuse/Neglect

1. Any **Staff** observing suspected child abuse/neglect **must immediately** call the Nurse/Health Coordinator and a Family Engagement Social Worker to observe the child.
2. Staff **will** provide Supervisor, Manager and Executive Director with a verbal report of their findings. This will also be followed up with a written report to be shared with the Executive Director and designated Management/Supervisory staff.
3. Assigned staff will report the incident to **Division of Child Protection and Permanency (DCPP) formally DYFS (New Jersey DCCP Hotline 1-877-NJ-Abuse/1-877-652-2873)**. Staff will document action steps implemented, including DCCP representative names, date and time of call. These action steps will be shared with the Executive Director and designated Management/Supervisory staff.

This procedure **must be strictly adhered to** in all suspected child abuse/neglect cases in accordance with New Jersey State Law and Department of Child Care Licensing Requirements.

EAST ORANGE CHILD DEVELOPMENT CORPORATION

P.O. BOX 890 - EAST ORANGE, NEW JERSEY 07019

POSITIVE DISCIPLINE PROCEDURES

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall consistent with the age of developmental needs of the child, and lead to the ability to develop and maintain self-control. Positive discipline is a different form of punishment. Punishment tells the children what they should not do; positive discipline tells the children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

Anticipate and eliminate potential problems:

- Have few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out – by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here".

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to each child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking, or any other corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works

EAST ORANGE CHILD DEVELOPMENT CORPORATION
P.O. BOX 890 - EAST ORANGE, NEW JERSEY 07019

10:122-6. 10:122-6.5 Policy on the release of children
May be distributed to parents and staff members

POLICY ON RELEASE OF CHILDREN

Each child may be released only to the child's parent (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 file, and comply with the terms of the order.

If the parent (s) or person (s) authorized by the parent (s) fail to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent (s) or person (s) authorized by the parent (s); and
- 3) 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.

IF THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE PARENT(S) APPEAR TO BE PHYSICALLY AND/OR EMOTIONALLY IMPAIRED TO THE EXTENT THAT, IN THE JUDGEMENT 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:

- 1) THE CHILD MAY NOT BE RELEASED TO SUCH AN IMPAIRED INDIVIDUAL;**
- 2) STAFF MEMBERS ATTEMPT TO CONTACT THE CHILD'S OTHER PARENT OR AN ALTERNATIVE PERSON(S) AUTHORIZED BY THE PARENT(S); AND**
- 3) IF THE CENTER IS UNABLE TO MAKE ALTERNATIVE ARRANGEMENTS, A STAFF MEMBER SHALL CALL THE 24-HOUR STATE 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)



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VERONICA THOMAS
Treasurer

VALERIE BEST
Secretary

PARENT/COMMUNITY PERSONS GRIEVANCE PROCEDURES

1. Any parent/community person who is dissatisfied with or has questions regarding program operation and related matters, must make the initial request for communication on an informal basis with the immediate supervisor in the area of concern. The issue would not be considered a grievance at this point unless the person receives an unsatisfactory response.
2. In the event a satisfactory settlement is not resolved on an informal basis between the person and the immediate supervisor, an impasse can be considered to exist. The person may then submit his/her grievance in writing to the manager of the area of concern. A decision on the grievance will be made by the manager within three working days and the person will be so informed.
3. If a satisfactory settlement still has not been resolved, the grievance will be referred to the Executive Director within three working days. A decision on the grievance will be made by the Executive Director within three working days and the person will be so informed.
4. If the grievance has still not been satisfactorily settled, and the person desires to pursue it further, he/she must notify the agency of this fact no later than three working days after receipt of the decision from the Executive Director. The grievance shall then be referred to the policy council for review and settlement. A decision will be rendered by the policy council thirty-calendar days of receipt of the grievance.

**NOTE: A GRIEVANCE FORM IS AVAILABLE UPON REQUEST
FROM THE FOLLOWING LOCATION.**

**682 Park Avenue
East Orange, New Jersey 07017**

URGENT

Dear Parents:

We are experiencing a problem in our centers with children who are not arriving and/or being picked up on time. Please remember, the procedures of this agency are as follows:

1. Late **two** times – parents must see the Social Worker
2. Late **three** times – Parent must meet with Family and Community Engagement Manager.
3. **However**, if a child is picked up **late thirty minutes or more** one time – the parent/guardian along with the social worker will make an appointment for the parent/guardian to meet with the Family and Community Engagement Manager.
4. All parents/guardians must record the children's time of arrival and departure on the sign-in/pick-up sheet in the child's classroom, daily!

In addition, we have found that many parents do not have working telephones or have had their numbers changed. Also, many of the alternates are not aware they are to be called for late pick-ups or emergencies.

PLEASE NOTE

1. **School begins at 8:00a.m. – 3:00p.m., and Wraparound from 7:00 a.m. to 8:00am and 3:00pm to 6:00 p.m.**
2. **Anyone arriving after 8:30am or 6:00pm is late.**
3. **Parents/Guardians should try to notify classrooms by 8:15 a.m. of any expected late arrivals and no later than 5:30 p.m. of any late pick-ups.**
4. **Continuing to pick up your child late from school is considered child neglect.**
5. **Not having a working phone number and a responsible alternate is also child neglect.**

It is our duty by law to report such situations to Division of Child Protection and Permanency (DCPP) formally DYFS. Let's work together so this will not be Necessary.



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East Orange Child Development Corporation (Head Start) Policy: Fees for Late Pick-up of Children

The East Orange Child Development Corporation provides additional services for children from **7:00 a.m. to 8:00 a.m.** and **3:00 p.m. to 6:00 p.m.** which exceeds our regular Head Start program hours which are from **8:00 a.m.** until **3:00 p.m.** daily.

Head Start “**After care**” funding from Program for Parents (PFP) **ends at 6:00 p.m.** and our staff is not compensated by this program for working hours beyond that time. We are aware that some parents are not adhering to the required pick-up time which causes further delays for our staff to be able to end their scheduled work day.

Implementation of the following policy statement is therefore, effective immediately to ensure timely arrival to pick up all children:

The East Orange Child Development Corporation will charge late fees for children picked up after 3:00 p.m. and 5:30 p.m.

Parents not participating in the After Care Program are required to pick up their children by 2:45 p.m. daily. **After 3:00pm you are considered late and late fee policies apply. A fee of one dollar (\$1.00) per minute will be charged for the first thirty (30) minutes.** Thereafter, parent(s) who **arrive after 3:30 p.m. will be charged five dollars (\$5.00)** for every minute they are late (noted on the Agency clock).

The schedule is noted herein:

Children participating in the After Care Program are considered late after 6:00 p.m., a **fee of one dollar per minute will be charged for the first thirty (30) minutes.** Thereafter, parent(s) who arrive **after 6:30 p.m. will be charged five dollars (\$5.00)** for every minute they are late (noted on the Agency clock).

Late fees must be paid by the **end of each week** in which there is an occurrence. **Parents who do not comply with the payment of the prescribed late fee will not be allowed to participate in the After Care program until the late fee is paid.**

Policy Effective Date: July 23, 2018



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Children Suspension / Expulsion Policy

Dear Parents:

In keeping with New Jersey's Child Care Center licensing regulations; we are required to provide you as the parents/guardian of a child enrolled at our center, with this information statement.

Under state regulations, N.J.S.A. 18A:37-2a, "Preschool students in a general education program or special education program shall not be suspended, long-term or short-term, and shall not be expelled".

Families, administrators and teachers will address challenging behaviors exhibited by a child/ren and strategies will be used to encourage positive behavior.

Please read this statement carefully and, if you have any questions, feel free to contact me at 973-676-1110.

Sincerely,

Karen H. Jackson

Karen H. Jackson
Executive Director

CHILDREN SUSPENSION/EXPULSION POLICY

Dear Parents/Guardians.

In keeping with New Jersey's Child Care Center Licensing regulations; we are required to provide you as the parents/guardians of a child enrolled at our center, with this information statement.

Under state regulation, NJAC6A:10A-2.2, "Preschool students in a general education program or special education program shall not be suspended, long-term or short-term, and shall not be expelled".

EOCDC incorporates the following pro-active actions to prevent expulsions:

- Families, administrators and teachers will address challenging behaviors exhibited by children and strategies will be used to encourage positive behavior.
- Staff will try to redirect children from negative behavior.
- Staff will reassess classroom environment and the appropriateness of activities.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Children will be given verbal warnings.
- Children will be given time to regain control.
- Children's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parents/guardian will be given written copies of the disruptive behaviors and a team meeting will be scheduled.
- The supervisor, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- If necessary recommendation of evaluation by professional consultation on premises.
- If necessary recommendation of evaluation by local school district child study team.

Children will not be suspended and/or expelled:

If a child's parent(s):

- ❖ Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements.
- ❖ Reported abuse or neglect occurring at the center.
- ❖ Questioned the center regarding policies and procedures.

Please read this statement carefully and, if you have any questions, feel free to contact me at 973-676-1110.

Sincerely,

Karen H. Jackson

Karen H. Jackson
Executive Director

Parent Signature

Center

____/____/____
Date



EAST ORANGE CHILD DEVELOPMENT CORP.



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Dear Parent:

As you enroll your child in the East Orange Child Development Corporation, please be aware of the following legal considerations regarding Custody or Protection from Abuse Orders for your child:

If there is a Custody Order or a Protection from Abuse Order (PFA) concerning your child, you must provide a copy of that order at the time of enrollment. This will be forwarded to the appropriate service area where it will be placed in your child's files. We strive to honor the rights of all parties involved and will enforce any court issued orders.

If any changes occur in a Custody Order or PFA order issued by a court while child is enrolled in our East Orange Child Development Corporation program will not permit other individuals to make educational decisions or receive educational records, unless permitted by an order of the court.

If you have questions about these requirements, please do hesitate to call the East Development Corporation and ask to speak to the Social Worker.

Thank you,
East Orange Child Development Corporation

Signature of Parent

Date

Name of Student

Classroom

By Signing above I am stating that at time of enrollment there:

- () Are
- () Are not any

Court order Custody or Protection from Abuse Orders for the above named students.



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AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL

NAME OF MEDICINE	DATE GIVEN	TIME GIVEN	EOCDC STAFF DISPENSING MEDS

SIG. OF PARENT:	PHONE:	DATE:
------------------------	---------------	--------------

EOCDC STAFF INITIALS:

Policy medication



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Policy on Medication

1. EOCDK will obtain written consent from parents for staff to administer prescription medication on site.
2. EOCDK will only administer prescription medications prescribed in the name of, and specifically for the child. Medication must be properly labeled indicating doctor's name, name of drug, dosage and frequency of administration.
3. Staff designated to dispense medication to children, will be trained by an outside consultant, who is a registered nurse.
4. **NO "OVER THE COUNTER"** medication will be administered to the children by EOCDK staff.
5. **ALL MEDICATION** will be kept in a locked cabinet at the classroom site. If refrigeration is required, it must remain in a secure section of a refrigerator that is accessible **ONLY** to authorized staff.
6. Medication must be stored in its original container.
7. Authorization for prescription medication will only cover prescribed period. At the end of that time the child must return to the doctor.
8. Staff will immediately notify parent/guardian if medication has any adverse effects on the child.
9. Parent must be prepared to meet with teacher administering medication, before leaving the child in the classroom in the morning.
10. For the safety of the child, and to minimize any allergic reactions, parents/guardians must administer medication in the home for a 24 hour period, prior to EOCDK staff dispensing medication on site.
11. Only **"essential"** medication will be given, that is medication for chronic illness. (antibiotic, cough medicine or **over the counter** medications **will not** be given).
12. Medications that can be dosed at home should be given by parents at home.
13. Exceptions to this policy, will be reviewed, and considered on a case by case basis.

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS
609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases
609-826-4869
Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhoea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)
609-826-4878
Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings
609-826-4920
Report within 30 days after diagnosis or treatment

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013
www.nj.gov/health/cd

10:122-7.11 Information to parents regarding the management of communicable disease
To be distributed to parents

THE POLICY ON MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, 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 of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- 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 center without a health care provider's note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Disease and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.



EAST ORANGE CHILD DEVELOPMENT CORP.



682 PARK AVE • P.O. BOX 890 • EAST ORANGE, NEW JERSEY 07019

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QUILLA TALMADGE
Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

ALTON JACKSON
Vice Chairperson

VALERIE BEST
Secretary

POLICY ON RINGWORM

Purpose: Ringworm infections, especially those found in children are highly contagious. The EO CDC health staff takes the utmost precautions to prevent the spread of infection.

Responsibility: Teachers, teachers' aid and health service staff.

Procedure:

1. Any unknown rash identified by staff should be reported to the health staff, or in the absence of the school nurse, the identifier should then cover the affected area with a bandage and notify the child's parent/caregiver.
2. Health summary sheet **must** be given to the child's parents for a doctor's diagnosis or clearance.
3. For ringworm on the scalp, staff **must** obtain proof of treatment commencement from parent/guardian (oral medication and head shampoo) before accepting child back to the center to prevent spreading.
4. Child must return to center with a doctor's note stating that the child is on treatment.
5. Health service area staff and teachers/TA **must** observe child for treatment effectiveness.
6. Children diagnosed with ring worm (Tinea Capitis) may return to the center after treatment has been initiated for at least 24 hours.
7. Health service staff **must** seize the opportunity to educate parents/caregivers/staff on ringworm and its management.
8. Child **must** be discouraged from bringing or sharing any personal effect items at the center.



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Definition of Dental Neglect



Dental caries, periodontal diseases, and other oral conditions, if left untreated, can lead to pain, infection, and Loss of function. These undesirable outcomes can adversely affect learning, communication, nutrition, and other activities necessary for normal growth and development.

Dental neglect is willful failure of parent or guardian to seek and follow through with treatment necessary to ensure a level of oral health essential for adequate function and freedom from pain and infection.

Therefore, untreated identified dental problem in your child during dental exam by the dentist can be considered a form of Neglect on your part. Examples of dental neglect are: a) untreated rampant cavities easily detected by a layperson, b) untreated pain, infection, bleeding, or trauma affecting the orofacial region, and c) history of lack of follow-through for care with identified dental pathology).

Please feel free to call or come to the nurses' office during regular school hours 7:30am - 4:30pm for assistance. Together we can prevent Early Childhood Caries (ECC).

Health Services Staff

**Adopted from the American Academy of Pediatric Dentistry
2010-11 Definitions, Oral Health Policies, and Clinical Guidelines**

EAST ORANGE CHIOD DEVELOPMENT CORP.
682 PARK AVE., EAST ORANGE, NEW JERSEY 07017
School-Based Child Nutrition Program
PHYSICIAN STATEMENT FOR FOOD SUBSTITUTION

CHILD'S NAME	AGE	DATE
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Dear Parent/Guardian:

This school participates in a federally-funded School-Based Child Nutrition Program and must serve meals and/or milk meeting program requirements. Reasonable food accommodations must be made when the accommodation being requested is due to a disability and support by a physician's statement. Reasonable food accommodations may be made for children without abilities who may still have special dietary needs; a medical statement will be required. If you are requesting a meal accommodation or substitution, please ask your physician to complete and sign this form. If you have any questions, please contact us at 973-674-1388.

Sincerely

Food and Nutrition Service

PHYSICIAN STATEMENT

1. Does child have a disability according to 7 CFR Part 15b (See reverse side) that requires food accommodation? (Does he/she have a "physical or mental impairment which substantially limits one or more major life activities"?)
 No If no, go to item 2 below
 Yes If yes, provide the following information and complete items 3, 4, and 5 below.
 - a. What is the disability? _____
 - b. What major life activity is affected? _____
 - c. How does the disability restrict the diet? _____

2. Child has no disabilities but requires a special diet. Identify medical problem which restricts the child's diet and complete items 3, 4, and 5 below.

3. List food/type of food to be omitted. For the safety of the child, please be as specific as possible.

4. List food/type of food to be substituted. For the safety of the child, please be as specific as possible.

5. _____ / _____ / _____

DATE
SIGNATURE OF PHYSICIAN

FOR SCHOOL USE ONLY:	Classroom: _____
<input type="checkbox"/> Form received on _____.	
<input type="checkbox"/> Form complete and accommodations will begin on _____.	
<input type="checkbox"/> Form complete, but accommodation will not be made. <input type="checkbox"/> Child does not have disability. <input type="checkbox"/> Request not reasonable	
<input type="checkbox"/> For Incomplete. Parent contact on _____	
_____ / _____ / _____ Date	_____ Food and Nutrition Service Representative

Physician's Statement for Children with Disabilities

USDA regulations 7 CFR Part 15b requires substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify:

- ✓ The child's disability;
- ✓ An explanation of why the disability restricts the child's diet;
- ✓ The major life activity affected by disability;
- ✓ The food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

In Cases of Food Allergy

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

B. OTHER SPECIAL DIETARY NEEDS

The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but not have life threatening reactions (anaphylactic reactions) when exposed to the food (s) to which they have problems.

Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority.

The medical statement must include:

- ✓ **An identification of the medical or other special dietary condition which restricts the child's diet;**
 - ✓ **The food or foods to be omitted from the child's diet; and**
 - ✓ **The food or choice of foods to be substituted.**

Introduction

School Readiness

EARLY CHILDHOOD EDUCATION:

EDUCATION:

East Orange Child Development Corporation continues to implement Head Start School Readiness Act of 2007 (PL 110-134) by integrating Head Start's eleven Domains into all service areas. This will continue to enhance growth and progress in areas designated in the Head Start Child Development and Early Learning Framework.

1. To continue to implement a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music and dramatic play, develops mathematical concepts, science concepts, social studies, motor control and coordination.
2. To include in the staff professional development training plan topics identified by staff according to the Training Needs Assessment to ensure quality services to children and families.
3. To place great emphasis during professional development on creativity in the classroom setting, child observation techniques, developmental age appropriate materials and activities to be utilized in the classroom and in the home setting.
4. To document and assess children's skills, knowledge, behavior, and accomplishments across a wide variety of curriculum areas on multiple occasions in order to enhance learning experiences and meeting the individual needs of children. Head Start and Early Head Start will use "Teaching Strategies Gold".
5. To continue to strengthen child observation techniques by implementing non-judgmental recording methods, and individualized plans to capitalize on each child's strength and interest. To support individual children needs and activities that address communication skills, problem solving skills, motor skills and social skills and emotional skills. Head Start will use Creative Curriculum; "Teaching Strategies Gold", TPot, ESI-R and ECERS-3. To continue to utilize (CLASS) Classroom Assessment Scoring System as an Education Monitoring tool to assess, evaluate and score positive child interaction which promotes positive child outcomes
6. To continue to implement and integrate technology: iStart Smart (Smart Board) and iStart Smart Mobile (Childrens' tablet) with all our curriculum and assessment tools.
7. To continue to use the Creative Curriculum Implementation Checklist. This tool focuses on teacher's self- assessment and teaching strategies which aides in the success rate of our childrens' school readiness developmental growth.
8. To continue to utilize a Thematic Approach in all Curriculum areas and to expand on contents of each child's portfolio.
9. To continue to establish cohorts with local universities and colleges, on-line accredited education organizations and local approved training agencies. To facilitate internship program for local universities, colleges and other training programs to full-fill internship program requirements

10. To continue to provide workshops for parents regarding volunteering in the classroom by utilizing the EO CDC Parent Volunteer/Substitute Handbook.
11. To continue to provide staff with methods and strategies to assist with early identification of support services of concerns or delays which interfere with the child's growth and development
To continue to provide staff with current educational articles, curriculum plans and research findings as a means of staying abreast of trends that occur in the Early Child Care field.
12. To continue to the Transition Plans and Procedures currently in practice with Early Head Start, Head Start, local Preschool programs, East Orange Public School, East Orange Community Charter School and other local education agencies.
13. To continue to provide Transitional materials for parents to assist them with transition process from Early Head Start to Head Start to Charter Schools and local education agencies.
14. To continue to review and revise transition plans and procedures that address strategies which support families and children leaving Early Head Start and enrolling into Head Start of other local Preschool programs.
15. To continue to implement visitations for Early Head Start families and children entering into Head Start and Preschool programs.
16. To continue to reinforce the Anti-Bias Curriculum by providing a wide array of materials and activities which are rooted in the philosophy of children learn by doing, as it relates to their environment and appreciation of the world around them.
17. To ensure the home/school connection, Head Start and Early Head Start will encourage parents to read for a minimum of fifteen minutes per night with their child which support the development of literacy, vocabulary, communication skills and the enhancement of pre-reading skills.
18. To continue to enhance the EO CDC Literacy programs we will replenish books and CD's that are relevant to the trends and changes in our community.
19. To continue to ensure the quality and effectiveness of the program's educational services we will encourage parents to freely express goals and expectations as we guide them towards school readying their children.
20. To continue to use music as a tool which promote and support Self Esteem, Creativity, Self-Image and Love of One self.
21. To continue to incorporate "I Am Moving I Am Learning" initiative this promotes good nutritional habits and physical development activities (60 minutes per day).

Disabilities Service Area

Special Needs Services

Children with special needs require unique intervention strategies as they enter preschool environment. East Orange Child Development (EOCDC) Head Start Program works to build families and the community. After all, families and communities have an important role to play in childhood growth and development.

East Orange Child Development Corporation continues to implement Head Start Performance Standard (additional services for children with disabilities and, an approach to children with disabilities) Aligning with goals and objective in the Head Start Child Development and Early Learning Framework (ELOF)

The program ensures enrolled children with special needs, including but not limited to those who are eligible for services under Individuals with disabilities Education Act (IDEA 1990), and their families to receive all applicable program services delivered in the least restrictive environment (LER), and that they fully participate in all program activities.

Special services support for children and their families is as follows:

- ❖ Integration of Educational concepts of health, nutrition and social/emotional well-being into a varied daily program of activities for children with special needs.
- ❖ Providing for Prevention, early Identification and Early Intervention in challenges which interfere with development of children's learning.
- ❖ Early Head Start partnership with the local part C Agency provider of Early Intervention services (EI). Families are involved during the development of "Individual Family Service Plan" (IFSP).
- ❖ Transition of plan were developed for children that provide continuity of care as children with special needs move from one program to the next, such as; from Early Head Start – Head Start – Kindergarten.
- ❖ EOCDC partnership with "Pediatric Adults Rehabilitation Center" (PARC) for Speech & Language support services. PARC provide speech and language screenings, evaluation and therapy session(s) for, EHS and HS children who is eligible for service through their medical insurance coverage.
- ❖ All children, including children with special needs, are included in an on-going assessment.
- ❖ We have handicap accessible classrooms and, we provide children with accommodations which they may require from physical equipment (e.g. wheelchair), hearing aids and, to additional staff in the classroom if needed.
- ❖ Parent meetings are held monthly or more frequently when needed, to address any issues and keep the parents up to date on their child's status.
- ❖ EOCDC have an interagency agreement between our program and East Orange Board of Education (EOBOE) who is our Local Education Agency (LEA). The agreement provided services to enable the effective participation of children with disabilities between the two programs. Services such as; Speech & Language (SP&LG) Therapy, Occupational Therapy (OT) and Physical Therapy (PT).
- ❖ EOCDC also have a timely process for accessing children with suspected special needs concerns, by engaging parents, and arranging for services, as needed (a meeting to referring a child for special service or an evaluation must be held within thirty calendar days of determination that

the child may be in need of special education and related services) with parent support and cooperation during this process.

- ❖ Preschool Intervention Referral Team (PIRT), collaboration through EOBOE our LEA provided on-going in class support for teachers of children with special needs or children with concern.
- ❖ EOBOE always provide additional resources (including transportation) that may be outlined in an IEP's of the children we serve
- ❖ Childplus is one of our systems in place to track special need services.
- ❖ Creative curriculum is another system used for tracking services. The creative curriculum generates reports on each child based on the information that is consistently being updated throughout the year. The report includes any relevant information regarding the child's disability's accommodation and adaptation status along with suggested strategies to help with each child success in our program.
- ❖ Additional staff, equipment and programs is always being put in place to help accommodate children with special needs including; handicap ramps, wheelchairs, hearing aids, speech & language therapist, occupational therapist, physical therapist and art therapist.



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VALERIE BEST
Secretary



Head Start / Early Head Start Parents,

There will be new procedures put in place for the safety of the children, families and staff of EOCD. We are following the guidance of the CDC (Center for Disease Control and Prevention). N.J. Governor Murphy and State & Local Health Department, we need everyone to be patient as this is our **NEW NORM.**

1. All Early Head Start /Head Start Parents must use the **FRONT Entrances Door ONLY!** No parents will be allowed to enter into any of our building while the **children are in school.**
2. Classroom teachers or designee will greet and escort your child to the classroom once the health screening is completed.
3. If you develop a **FEVER** during school hours they **must be picked up (ASAP)** and kept home for three days.
4. When picking up your child the classroom teacher or designee will meet you at the **Front Entry.**
5. **All other visits to the center must be announced by phone call prior to coming into the building.**
6. All parents **must** wear Face Covering!
7. Arrivals and dismissal will be **staggered.** Parents will be notified of drop off and pick up times.

If you have any questions, please call Ms. Lynette Webb, Family and Community Engagement Manager at (973) 266-5380 ext. 347 or Ms. Janice Murray, Family and Community Engagement Assistant ext. 367.



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EMERGENCY PREPARENESS

FIRE/ EMERGENCY: Evacuation Drills

East Orange Child development Corporation conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/ emergency situation, parents cannot sign children into or out of the program. Parents must wait until the drill is complete and children returned to the building to sign into or out of the program. Parents may feel free to wait with their child's classroom in the designated safe zone outside, while waiting for the permission to return to the building.

In the event of an Evacuation Plan for any emergencies, the Executive Director or Designated Person will inform staff that the school will be closing. When the Evacuation Plan has been established, parents waiting to sign their child in will have permission to sign their child out from the alternate location with their child. All parents or emergency contact persons will be notified by **One Call System**.

Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and Executive Director or Designated Person during Fire/Emergency/Evacuation Procedures. EOCD Executive Director or Designated Person will make effort to ensure children are accounted for and all staff must follow the Evacuation Procedures.

EVACUATION ALTERNATE LOCATION

The Executive Director and the Emergency Service Personnel will determine if the building is to be too dangerous to be occupied. Staff and children will be taken to the designated alternate location (Evacuation Locations are posted in all Buildings). Once children have been taken to the alternate location, parents or emergency contact persons will be notified by **One Call System**.

HOME EMERGENCY PREPARENESS

Parents are strongly encouraged to practice evacuation drills in their home with family members.

Mental Health Service Area:

School Readiness

Alaina Sacci, MA, ATR-BC, implements school readiness goals in the Mental Health Service Area such as the following:

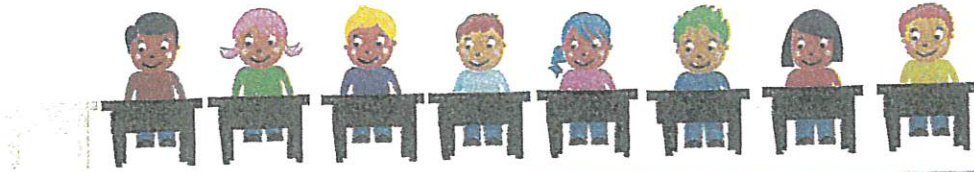
- Aligning goals of the Art Therapy and Social Skills Program with the Office of Head Start (OHS) preschool child goals from the Head Start Child Development and Early Learning Framework, Creative Curriculum, Ages and Stages, and across various domains.
- Assessing child progress on an ongoing basis and maintaining the use of information from assessments, treatment, observations, and monitoring to inform teachers, staff, and parents how to best individualize each child's continued development and learning and incorporate strategies and plans on an ongoing basis.
- Incorporating professional development for staff and parents promoting school readiness, including training on Art Therapy and Social Skills, The Stages of Creative Growth and Development, as well as Art Therapy/Social Skills ideas for the Classroom, and Stress Management, as well as any additional concerns or inquiries from staff. Ms. Sacci meets with individual staff and holds team meetings as needed.
- During the month of October and November a lesson and art activity will be provided to each Head Start classroom on using a "How are you feeling today?" Lakeshore Display Center. Each display comes with expressive children's feelings photos and a built-in mirror. The interactive center makes it easy for the whole class to identify a wide range of emotions. Children simply place their people shapes into the pocket that matches their mood, as they learn to recognize the facial expression of others and themselves they are learning emotional literacy and feelings awareness/expressiveness.
- Incorporating Mental Health Workshops for Exploring Parenting Group (Parenting Skills Group), Grandparents' Group, Home-Base Early Head Start Pregnant Mothers Group, and Parent Meetings throughout the year on topics including Stress Management, Post-Partum Depression, Family Culture and Tradition, Child Development, and strategies/techniques to use at home. Ms. Sacci meets with individual parents as needed.
- Basic goals of the Art Therapy and Social Skills Program, including Mental Health Classroom Activities, are to help children grow socially and emotionally, promote cognitive growth, school readiness, facilitate physical development in sensory-motor skills and fine motor skills, as well as work through obstacles that may be in the way of the child's educational success.

MENTAL HEALTH SERVICE AREA ART THERAPY

During the school year, your child will have the opportunity to participate in Art Therapy with me, Miss. Ali. Art Therapy is a creative service that will encourage and support your child to express his or her feelings, enhance social skills, and teach your child to work out their problems and difficulties in a constructive and creative way. The goal of Art Therapy is to help and teach coping skills which will help your child grow socially and emotionally, while promoting cognitive growth, as well as development in sensory-motor skills. Your child will be seen either individually or in a small group for 30 minutes 1x per week. I will be working with your child's teacher, social worker, and other members of our team to find the best course of productivity for your child.

About me:

I am passionate about working with children, having worked with them for the past 10 years. I earned my Master's Degree in Mental Health Counseling and Art Therapy from Caldwell University in 2019. Art has always been a hobby of mine since I was a child. I like thinking outside the box and creating interesting projects for the children. Nothing makes me happier than seeing a child's smiling face and witnessing their progression.



Help Your Child Succeed in Preschool: Build the Habit of Good Attendance

Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can

- Make it harder to develop early reading skills.
- Make it harder to get ready for kindergarten and first grade.
- Develop a poor attendance pattern that's hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it – sing about it – make it an adventure!

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Share ideas with other parents for getting out the door on time

Before the school year starts:

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

Ready – Set GO!

- Develop back-up plans for getting to preschool if something comes up
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
- Schedule medical appointments and extended trips when preschool is not in session
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.



EAST ORANGE SCHOOL DISTRICT
Early Childhood Department
Pre-Kindergarten Attendance Form

Date: ___/___/___

Effective Date: ___/___/___

Ten days absence (consecutive or sporadic) within a one-month period constitutes a poor attendance pattern that must be monitored and investigated.

Student Name: _____ D.O.B. ___/___/___ Student #: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

Cell Phone Number: _____

First (1st) contact requested on the first day of absence (parent note/doctor's certificate required) after the 3rd consecutive absences.

Contact made: Yes No *Date:* ___/___/___

If you have checked yes, please list the person contacted and response:

Second (2nd) contact requested on sixth (6th) consecutive absence (parent note/doctor's certificate required):

Contact made: Yes No *Date:* ___/___/___

If you have checked yes, please list the person contacted and response:

The tenth (10th) absence occurred on _____.

Ten Days Sporadic Absence (parent note/doctor's certificate required).

Please list dates the student has been absent with the month: _____; _____; _____;
_____; _____; _____; _____; _____; _____.

Attempts to contact the parents/guardian have been unsuccessful; as a result it has been determined that this student should be dropped from your enrollment.

Investigated by: _____

Signature/Title

Director: _____

Signature



EAST ORANGE CHILD DEVELOPMENT CORP.

682 PARK AVE • P.O. BOX 890 • EAST ORANGE, NEW JERSEY
07019

TEL: 973-676-1110 FAX: 973-676-8026



QUILLA TALMADGE
Chairperson

ALTON JACKSON
Vice Chairperson

KAREN H. JACKSON
Executive Director

VERONICA THOMAS
Treasurer

VALERIE BEST
Secretary

POLICY ON SICK CHILDREN

Purpose: To ensure quick identification of sick children and isolate immediately if necessary.

Responsibility: Teachers, teachers' aid and health service staff.

Procedure:

1. According to the Administrative Code, Chapter 16, *Module 3: Recognizing and Managing Communicable Diseases*, Staff are to do **Daily Health Check** on children as they greet each child and parent when they arrive for the day. Agency staff is to utilize their four senses: Listen, Look, Feel, and Smell.
2. If a child exhibits any sign/symptom of sickness, the teacher should immediately contact the nurse, and parents/emergency contact person.
3. If parent/listed emergency contact person cannot be reached, the teacher is to notify the family worker. The nurse will assess the child and make a determination of what to do next. The social worker/family worker continues to try to reach parents/guardian.
4. The nurse will keep the child under observation in the medical room and make child comfortable.
5. If child's condition worsens, EMS/911 should be activated, and the child **must** be accompanied by a staff member to the nearest hospital.
6. In the absence of a nurse, all staff are to follow the health guidelines for emergencies and non-emergencies.

**FAMILY & COMMUNITY ENGAGEMENT
FAMILY AND CHILD CONFIDENTIALITY POLICY**

In accordance with the policies of East Orange Child Development Corporation and the New Jersey State Law regarding the confidentiality of information, the following guidelines must be adhered to:

- 1. All personal information secured about a child or the enrollee's family is considered confidential information.**
- 2. This information shall be accessible to the Parents upon request.**
- 3. Every East Orange Child Development Corporation enrolled family must be advised of records kept and that in a federally and state supported program, certain records of information are mandated.**
- 4. No information, verbal or written will be shared for any purpose to anyone without the written consent of the parent or guardian. The exception to this is Child Abuse.**
- 5. All pertinent information considered confidential must be secured in a locked file in the Center and/or Central Office.**

THE PROCEDURES ARE:

- 1. The Family and Community Engagement Manager is responsible for maintaining the security of all records and must provide the necessary precautions for this security.**
- 2. All staff will be permitted access to the child's records only for specific purposes that will benefit the child and the family. Staff will sign for records upon removal or return to the file. A sign out/in book shall be kept in the file for signatures.**
- 3. No information requested by an agency may be released without the written consent of the parent or guardian.**
- 4. If records of a family are subpoenaed, the Family and Community Engagement Manager must advise the family of this and will review records prior to sending them to the designated agency.**
- 5. Records of children will not be routinely transferred to receiving schools. Parents must be advised of their responsibility to deliver records or if unable, will give written consent for records to be sent by East Orange Child Development Corporation.**



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HEALTH GUIDELINES FOR EMERGENCIES AND NON-EMERGENCIES

IN THE ABSENCE OF A NURSE, AND YOU SUSPECT A MEDICAL EMERGENCY

PLEASE, CALL 911 IMMEDIATELY.

A LIST OF SOME MEDICAL EMERGENCIES ARE: (but are not limited to these)

- | | | |
|-------------------------|--------------------------------------|-------------------------|
| > Loss of consciousness | > Severe pain | > Uncontrolled bleeding |
| > Gasping for air | > Choking | > Difficulty breathing |
| > Severe head injury | > Obvious fracture (break) of a bone | > Prolonged seizures |

When you call 911, be prepared to give them your **exact location**, (classroom, floor, playground, bathroom etc.) and be able to **describe the suspected emergency**.

Some things you may do while waiting:

- ✓ Talk to the person calmly and explain what you are doing.
- ✓ Keep the person safe and warm, Observe and time seizure activity.
- ✓ One staff member must remain with child at all times, while other person calls for help/911.
- ✓ For seizures, do not place any object in the mouth, turn the child/person on their left side.
- ✓ Move any objects that are near the victim.
- ✓ Loosen all tight clothing, and reduce moving the person as little as possible.
- ✓ Your safety comes first, only move the person when safe and if they are in danger.
- ✓ Have a copy of child's medical emergency form to accompany the child to the hospital.
- ✓ Call parents to notify them of the situation, and what hospital the child has been taken by the EMS personnel.
- ✓ Document everything that happened and fill out an incident report.

In non-emergency situations that may require treatment, such as, stomachache, headaches, earaches, scrapes and bruises, call parents to notify them of the situation. Always call parents and send notes home especially in cases of head injury. Also, send home the "head injury note". Remember to document everything that happened.

EAST ORANGE CHILD DEVELOPMENT CORPORATION

HEAD START PROGRAM LOCATIONS

973-266-5380

50 Washington Street

CORRINA I - ext. 301

CORRINA II - ext. 302

CORRINA III- ext. 303

CORRINA IV - ext. 304

CORRINA V - ext. 305

CORRINA VI - ext. 306

CORRINA VII - ext. 307

CORRINA VIII - ext. 308

Social Workers

- ext. 331

Family Advocate Mercedes Fermin - ext. 323

Family Advocate Tasha Whitehead - ext. 346

Family Advocate Meleica Simpson -

Education Field Monitor - Tannia Mosley - ext. 370

Education Managers -Claudette Galette - ext. 225

F & C E Manager/Site Director - Lynette Webb - ext. 347

F & C E Assistant - Janice Murray - ext 367

Disabilities Manager - Basirat Brown - ext 345

Health Coordinator- Donna Turner - ext.- 325

Health Assistant- Kim Stuger- ext - 324

25 South Munn Avenue

APREA I - 973-266-0947 APREA II - 973-266-1003 APREA III - 973-266-1008

Social Worker - Alie Fabius-Jean 862-444-3500 Ext 901

Site Director/Prea/ Education Field Monitor - Tannia Mosley- ext. 600

106 Washington Street

PEARLY HAYES CENTER - 973- 266-5380

Family Advocate Melecia Simpson - ext.

44 Glenwood Ave

Corrina Annex-973-669-8200

Social Worker - 973-266-5380.

Family Advocate Melecia Simpson - ext.