



Jin-A Child Care Center
77 Jay Street, Clifton, NJ 07013
Tel: 973-279-1203, Fax: 973-279-0126
E-mail: jinaschool@verizon.net Web: www.jinaschool.com



ARRIVAL AND PICKUP POLICY

Each day a parent, or a person authorized by the parent on the registration form, must use their electronic key (fob) during arrival and pickup to sign in and sign out their child. All children must be accompanied to the classroom. The staff member who is the child's principal caretaker must be verbally informed of the child's arrival and departure.

Parents must notify the Center if arrangement is made for someone else to pick up a child. We will not release a child to someone not authorized on the registration form without notification. The person must report to the office, present a photo ID and manually sign the child out on our log.

LATE PICKUP

Parents are obligated to pick up their children according to their enrollment schedule. Any time a child remains at school beyond their scheduled hours, a late fee will be charged. Under no circumstances, except in an emergency, should you expect child care after 6:00 p.m. However, we assure you that if your child(ren) are not picked up by the stated times, they will be supervised while we take steps to notify you or the authorities. A child's enrollment will be reconsidered if parents do not cooperate fully with these guidelines. If your child is not picked up by 6:00 p.m., and we have not heard from you, we will try to reach you or the person whom you have indicated on the Registration Form to contact in case of an emergency.

If an arrangement to pick up your child has not been made by 6:30 p.m., and we have not heard from the parent by then and/or have not been able to reach you or the emergency contact, we will notify the NJ Division of Child Protection and Permanency (formerly, Division of Youth and Family Services) in accordance with New Jersey State requirements [and/or notify the New Jersey 24-hour Child Abuse/Neglect Hotline (1-877-652-2873)].

TO PROTECT YOUR CHILD

If the individual (parent, or person authorized by the parent) who has come to pick up a child appears to be under the influence of substances such as alcohol or drugs, in the judgment of the staff, we will not release the child. If we consider a child to be at risk of harm due to the physical or emotional impairment of the pick-up person, we will not release the child. We will try to contact the child's other parent or an alternative person authorized by the parents. If we cannot make alternative arrangements, we will, in accordance with New Jersey State requirements, call the Clifton Police Dept. or the Division of Child Protection and Permanency to ask for help.

Also, if a noncustodial parent has been denied access, or granted limited access, to a child by a court order, the Center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.