



A COLLABORATIVE EFFORT OF
PRINCE OF PEACE LUTHERAN CHURCH
PRINCETON JUNCTION, NEW JERSEY
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HOMEFRONT
LAWRENCEVILLE, NEW JERSEY

WHAT IS THE CHERRY TREE CLUB?

The Cherry Tree Club is a pre-school program for Mercer County homeless and at-risk children. The program provides early childhood socialization and educational opportunities, six hours per day, five days per week. A safe, fun, and stimulating environment staffed by a lead teacher and caring volunteers seeks to meet the basic needs of age 3, 4, and 5 year old children.

In order to provide a quality pre-school experience that provides for the safe and appropriate care, development and supervision of children, the administration of The Cherry Tree Club has compiled this handbook of operations, policies, and procedures. Please review it carefully so that you are familiar with the manner in which The Cherry Tree Club operates. As a volunteer of the program, you are asked to uphold and abide by these operations, policies, and procedures at all times.

THE CHERRY TREE CLUB MISSION STATEMENT

The mission of the Cherry Tree Club is to provide a high quality, free and accessible preschool program for homeless and at-risk children of Mercer County, New Jersey. The Cherry Tree Club provides a loving, nurturing, and safe environment that promotes healthy physical, emotional, social, and intellectual development, with the aim of creating a firm foundation for each child's future academic success.

TO BE A VOLUNTEER AT THE CHERRY TREE CLUB...

The Cherry Tree Club has developed an outstanding reputation in the Mercer County area and has earned the respect of the local communities which admire it as a program that meets the needs of homeless and at-risk children. Many components contribute to the success of The Cherry Tree Club, but one cannot deny that the devotion and dedication of its volunteers are key ingredients to its success. Because of the number of caring and compassionate individuals who dedicate one day per week volunteering their time to this program, the children who attend The Cherry Tree Club are fortunate to receive an inordinate amount of individual, one-on-one loving attention.

In order to assist volunteers in their work at The Cherry Tree Club has identified three guiding principles. These principles are critical to the successful and responsible implementation of this program. Volunteers are asked to uphold these three principles at all times at The Cherry Tree Club.

DO WHAT IS BEST FOR THE CHILDREN

The Cherry Tree Club desires to provide a pre-school environment that enables children to experience learning and growth opportunities in an atmosphere of love, care, and acceptance. We strive to give the children the opportunity to make choices, to think creatively, to explore new opportunities, to interact with others, and to grow as whole and healthy persons. Every decision made at The Cherry Tree Club, from overall program policies to day-to-day interactions with the children, should be made with these thoughts in mind.

SUPPORT THE TEACHERS

The Cherry Tree Club is extremely fortunate to have qualified and gifted teachers who are present at the program every day of the week (We did not always have this luxury!). They will take responsibility for planning the curriculum, preparing activities and crafts, and arranging any special outings and programs. As volunteers, we are called to be supportive of their efforts to make each day an enjoyable, fun, and productive day. Likewise, our teachers know that we have a wonderful cadre of volunteers who bring years of education, experience, and wisdom to the program. Thus, they are always interested in putting people's expertise or interests to best use at The Cherry Tree Club.

RESPECT OTHER VOLUNTEERS

As indicated, the dedication of the volunteers to The Cherry Tree Club cannot be denied. Week after week, month after month, volunteers devote one day per week to this program amidst busy and hectic lives of their own.

While appreciative and cognizant of this issue, the administration of the program must impress upon its volunteers the need to be reliable. The program, the children, the staff and other volunteers are negatively impacted if a volunteer is unexpectedly absent or does not share in the work of the classroom. Ultimately, the success of the program is very dependent on the reliable commitment of its volunteers.

Additionally, everyone who volunteers at The Cherry Tree Club brings his/her own techniques, methods, and style of doing things. It is incumbent on volunteers to respect each others' individualities, and to rejoice in each others' talents and gifts which they share with the children.

CLASSROOM VOLUNTEER DUTIES AND RESPONSIBILITIES

ATTENDANCE:

1. Arrive at CTC 10-15 minutes before the children are supposed to arrive (eg., arrive at 9:15-9:20 for a 9:30 start).
2. If you know of a date that you will not be able to volunteer, you may attempt to “trade” volunteer days with another volunteer.
3. Notify the Director about any anticipated absences, as soon as possible.
4. If a last minute emergency the morning of your volunteer duty prevents you from attending, please call the CTC cell phone (649-8496).

CLASSROOM DUTIES:

1. Upon arrival on your volunteer day, check the volunteer bulletin board for any announcements.
2. Prepare the room for the day as directed by the lead teacher (i.e., fill the water table; put out paints and paintbrushes; put out the playdough; etc.).
3. Help set the tables for breakfast, and after breakfast, remove any plates, pitchers, utensils, etc. which were used for breakfast to the kitchen in order that the kitchen volunteer can wash them for lunch use.
4. Assist the children off and on the bus upon arrival and departure.
5. Assist the children in taking off and hanging up coats/hats/gloves.
6. Help to maintain the general schedule of the day as indicated by the lead teacher, including the time of lunch and any special activities.
7. Assist the children in their bathroom routines during the course of the day.
8. Assist in getting the children gathered for group lessons and participate in the group lessons. Help and encourage children to stay in the group lesson, however, remove disruptive children from group lessons as requested by the lead teacher. Please do not engage in extraneous conversations with the children or other volunteers during the group lesson.

9. Encourage the children to put toys away as they finish with them during playtime, and encourage them to do as much of the toy clean-up by themselves as possible.
10. Help the children get ready for outside play and accompany the children to the park for their playtime.
11. During lunchtime, sit with the children at the tables to help serve, maintain order, and interact with them over their meal. (See Lunch Policy).
12. After lunch, assist the children with bathroom routines, removing shoes and putting in cubbies, and getting children on nap mats.

RELATIONS WITH CHILDREN AND OTHER VOLUNTEERS:

1. Reward and encourage positive and independent behavior. Deal with negative, disobedient, and disrespectful behavior in an appropriate manner, remaining firm but loving (See Policy on Discipline).
2. Do not discuss issues relating to the children or the program in front of the children.
3. Respect other volunteers' efforts to handle a situation with a child, and only intervene if asked or if it appears that someone is in imminent danger.
4. Try to limit extensive volunteer socialization to before and after the program.
5. If there is a concern or a problem related to the program, talk to the Director, the Lead Teacher or any CTC Board Member.
6. *Remember -- the middle name of the CTC is "flexible"! Or, to put it another way -- "expect the unexpected." Given the unique organizational structure of this program and the population of children which is served, The Cherry Tree Club must remain open to change and ready to make adjustments at a moment's notice.*

KITCHEN VOLUNTEER DUTIES AND RESPONSIBILITIES

ATTENDANCE:

1. Arrive at CTC at about 11:15-11:30 in order to clean up any breakfast dishes and to start lunch preparations.
2. Notify the Director about any anticipated absences, as soon as possible.
3. If a last minute emergency the morning of your volunteer duty prevents you from attending, please call the CTC cell phone (649-8496).

TIME OF LUNCH: 12:00, unless otherwise requested by the lead teacher.

LUNCH SET-UP:

1. Prior to setting the tables for lunch, wash tables with a disinfectant cleaner.
2. Set enough places for all children and adults who will be eating (plate, appropriate utensils, napkin, and cup).
3. Fill pitchers with lunch drinks (usually milk and water).
4. Prepare food as necessary.
5. Whenever possible, food should be placed on platters for family style serving at each table.
6. Serve dessert to tables as children finish their lunch.

LUNCH CLEAN-UP:

1. Children should be encouraged to discard their own garbage.
2. All other items should be cleared away when the children are done.
3. Lunch tables should be washed with a disinfectant.
4. All plates, pitchers, utensils, etc. should be loaded into dishwasher or washed, dried and put away.
5. Leftover food should either be frozen for future use or wrapped securely in order that it may be sent home with the children.
6. The classroom floor should be swept, if necessary.
7. Garbage in the classroom, kitchen, and bathrooms should be taken to the dumpster.

MISCELLANEOUS OPERATIONS, POLICIES, AND PROCEDURES

CALENDAR FOR PROGRAM YEAR

The Cherry Tree Club will follow the schedule for the program year as detailed in the "Volunteer Handbook Supplement" as provided to the volunteers. In the event of an unscheduled school closing, volunteers will be called as soon as it is known that The Cherry Tree Club will be closed.

CONFIDENTIALITY

All information shared at The Cherry Tree Club about the children and their families shall remain confidential.

DISCIPLINE

The Cherry Tree Club is required to have a policy on the disciplining of children by staff members (see attached "Policy on Discipline"). Volunteers should familiarize themselves with the methods of guidance and discipline advocated in the policy. Ultimately, the lead teacher may be relied upon if volunteers do not know how to handle a discipline issue.

Volunteers are required to sign a statement attesting that they have received the policy on the disciplining of children.

DOCUMENTATION OF ACCIDENTS/ILLNESSES/UNUSUAL INCIDENTS

The Cherry Tree Club is required to document circumstances when there is: (1) an accident/injury*; (2) an illness; or (3) an unusual incident. In the event that a volunteer notes or witnesses such an accident/injury, illness or unusual incident, he/she should consult with the Director in order to determine if and how documentation should occur.

*An accident or injury is defined as:

- (1) A child is bitten and the skin is broken;
- (2) A child sustains a head injury;
- (3) A child falls from a height greater than the height of the child; or
- (4) An accident or injury requiring professional medical care occurs.

FIELD TRIPS

The Cherry Tree Club will take the children on field trips occasionally throughout the course of the year. Volunteers are asked to accompany the children on such trips as necessary. For each trip away from the school, the lead teacher/volunteers shall bring:

- (1) First aid kit;
- (2) Children's Filebox (containing field trip release forms, medical care release forms, and emergency contact numbers); and
- (3) Attendance Book.

FIRE DRILLS & EVACUATION PROCEDURES

The Cherry Tree Club is required to hold a total of 10 fire drills each year (2 within the first two weeks of school and 8 additional). All volunteers will be expected to participate in such fire drills. Additionally, volunteers should note the placement of fire extinguishers and fire alarms at Prince of Peace Church, and all possible evacuation routes in case of an emergency.

"INFORMATION TO PARENTS" DOCUMENT

The Cherry Tree Club is required to share a document entitled "Information to Parents" (attached) with all parents of children who attend the program and all staff/volunteers who work at the program. Volunteers are requested to read this document, be familiar with its provisions, and sign a statement attesting that they have received it.

HEALTH PRACTICES

The Cherry Tree Club is committed to providing a program which is safe and attentive to the health and well-being of its students and staff/volunteers. Thus, the physical facility will be maintained; good health care and hygienic practices will be taught and promoted; and emergency medical situations will be handled promptly and appropriately.

Volunteers should familiarize themselves with all policies and procedures which relate to the health and safety of the children and staff, including the "Policy on Health Matters" (see attached). The parents of children who attend The Cherry Tree Club are provided with a copy of the "Policy on Health Matters" and are asked to abide by its stipulations. It requires that children have physical examinations and immunizations and that they may not attend The Cherry Tree Club if certain illnesses or diseases exist. The administration of The Cherry Tree Club works to ensure that parents abide by this policy in order that other children and staff/volunteers are not unnecessarily exposed to illness/disease.

Volunteers should also note the following related to hygiene:

- Hand-washing: Volunteers should wash their hands with soap and running water: (a) before preparing, serving or eating food; (b) after toileting or assisting a child with toileting; (c) after caring for a child who appears to be sick; (d) after coming in contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluids or secretions; and (e) after coming in contact with an animal's body secretions. Children should also wash their hands in all such instances, and volunteers are asked to ensure that children abide by this policy.
- Disposable gloves: Disposable gloves are available and should be worn in cases where a volunteer may come in contact with blood or bodily fluids.
- Diapering: Diapers should be changed within 15 feet of a sink, on a clean, flat surface. Soiled diapers should be placed in a plastic bag and disposed in the garbage can that is emptied daily.

MEDICAL EMERGENCIES

A first aid kit and a copy of the American Red Cross First Aid Manual are available to The Cherry Tree Club staff. These items should always be taken to the playground and on field trips.

In the event that a child becomes severely ill at The Cherry Tree Club or has an accident while under the care of The Cherry Tree Club, the program must attempt to contact: (1) the parent or legal guardian; (2) an authorized person as listed on the child's program application; and/or (3) the child's physician. If none of these persons can be contacted, The Cherry Tree Club may call another physician, ambulance, and/or have the child transported to an emergency hospital in the company of a staff member, if the parent/legal guardian has given consent to do so on the "Medical Permission and Release Form."

RELEASE OF CHILDREN

The Cherry Tree Club is required to have procedures on the release of children. Volunteers should familiarize themselves with such procedures in the event that there is ever a question about releasing a child to an individual. See attached "Policy on the Release of Children."

REPORTING CHILD ABUSE/NEGLECT

All staff and volunteers of The Cherry Tree Club have an obligation not to inflict abuse or neglect on the children, as well as to report instances when abuse or neglect are suspected. Thus, staff/volunteers shall NOT:

- (1) Use hitting, shaking, or any other form of corporal punishment of children.
- (2) Use abusive, harsh, humiliating or frightening language; ridicule a child; or inflict any form of emotional punishment.
- (3) Engage or inflict any form of abuse and/or neglect.
- (4) Withhold from children food; emotional responses; stimulation; or opportunities for rest or sleep.
- (5) Require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

Additionally, any staff member/volunteer who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Office of Child Abuse Control, Division of Youth and Family Services. Thus, all staff and volunteers of the Cherry Tree Club should be aware of indications of child abuse and neglect (see attached “Physical and Behavioral Indicators of Child Abuse and Neglect”) and consult with the administration of the Cherry Tree Club in the event that abuse or neglect is suspected.

SUPERVISION OF CHILDREN

Children must be under the supervision of a staff member or volunteer at all times when they are present at The Cherry Tree Club, including during toileting procedures, walking through the church hallways, outdoor activities, and class-time activities in the classrooms. Relating to supervision, the following should be noted:

- Children should not be allowed to enter the kitchen unless they are taking part in a cooking activity.
- When playing outdoors in the parking lot, cones should be set up to mark the perimeter of the play area and a volunteer should monitor that no children go beyond the perimeter.

TOILET TRAINING OF STUDENTS

The Cherry Tree Club does not require that children be toilet trained in order to attend the program. However, it is communicated to parents that the staff of The Cherry Tree Club will not actively work to toilet train a child. Relating to toileting:

- Volunteers will not be required to change diapers if unwilling.
- Volunteers are requested to identify children who have soiled diapers to the lead teacher, who will then change the child or find someone willing to change the child.

VOLUNTEER DOCUMENTATION

Volunteers at The Cherry Tree Club are required to complete the “Staff/Volunteer Application”, indicating name, address, telephone number, the presence/absence of conviction(s) of crimes; signature attesting to the receipt of the “Policy on Discipline” and “Information to Parents”; and signature attesting to accuracy of information.

Volunteers are also required to provide two references attesting to their suitability to work with children; be fingerprinted; and submit a Child Abuse Record Information (CARI) application to DYFS.

POLICY ON DISCIPLINE

The program of The Cherry Tree Club is thoughtfully planned to meet the developmental, social, and emotional needs of three, four, and five year olds. In implementing this program, The Cherry Tree Club staff will always encourage an atmosphere of love and trust for the children and will use a compassionate, positive approach to guidance and discipline. Staff will:

- Set examples of good behavior and model positive methods for dealing with conflict, anger and frustration;
- Always use a good tone of voice and encourage the same from the children;
- Encourage children to be kind, honest, fair, generous and independent;
- Encourage children to express feelings through the use of words. Each child will be helped to understand that it is okay to become angry or jealous, but that he will not be allowed to hurt others or himself when these feelings are present;
- Encourage children to be part of group activities, but never force a child to join an activity;
- Give alternate suggestions for behavior if a child is told “no.”

Children who, under staff supervision, are happily and productively engaged in suitable activities tend to present fewer discipline problems. However, the health and safety of our staff and children are primary concerns and when problems do arise, they will be handled: (1) promptly; (2) positively and confidently; (3) consistent with the age and developmental needs of the child; and (4) so that the child’s ability to maintain self-control is enhanced. For the most part, individual attention, talking, redirection, distraction, humor, restrictions in space, or restrictions in use will be effective measures in dealing with child discipline problems. Suggestions and directions will be given firmly, but kindly. Staff will make sure to criticize behavior, not the child.

If the above techniques do not work, a “time out” period in which the child is held, removed from the area, or removed to another room will be used. These actions will be immediate and of appropriate duration. The staff person will explain to the child in question why their behavior was wrong and why the “time out” was necessary. Any child who is removed from the group will always be under the supervision of a staff member.

CTC staff will never resort to the use of: hitting; corporal punishment; abusive language; ridicule; harsh, humiliating or frightening treatment; or any other kind of abuse, neglect, or exploitation. In addition, discipline will not be associated with the behavior of children regarding rest, toileting or food. Finally, a child shall never be isolated without supervision or be required to remain silent or still for long periods of time.

When disciplinary action is needed consistently, the parent/legal guardian will be verbally informed. If discipline truly becomes a problem with a particular child, the CTC reserves the right to request the termination of the child’s attendance at the program.

INFORMATION TO PARENTS*

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 may comply with this requirement by: (1) reproducing and distributing to parents the written statement prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or (2) incorporating the required information in its own handbooks, brochures, or other informational materials. In keeping with this requirement, the center must also secure every parent's signature attesting to his/her receipt of the information. The following pages relate that information which you are required to know about The Cherry Tree Club.

GENERAL INFORMATION

*The Cherry Tree Club (CTC) is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license is posted in a prominent location at our center and you are invited to review it when you are at the CTC.

*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 recordkeeping requirements; and others. The CTC has a copy of this manual on the premises and will make it available to interested persons for review. Parents may secure their own copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey, 08625.

*The CTC must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children as part of inspections/investigations. Parents are entitled to review the CTC's copy of the Bureau of Licensing's "Inspection/Violation Reports", which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's "Complaint Investigation Summary Report", as well as any letters of enforcement or other actions taken against the center during the current licensing period.

*The CTC is required to post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to CTC staff if you have any questions about the center's space.

**The terms "parent" or "parents", used throughout this document, are meant to apply to that person(s) who is considered the legal guardian(s) of the child attending the Cherry Tree Club, even if that person is not the child's parent.*

*We encourage parents to discuss with us any questions or concerns about the policies and program of the CTC or the meaning, application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, too.

*The CTC is required to offer parents of children ample opportunity to participate in and observe the activities of the CTC. Parents wishing to participate in the activities or operations of the CTC should discuss their interest with the center director, who can advise them of what opportunities are available.

*Parents of children may visit the CTC 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.

*The CTC 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.

*The CTC must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

*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 Division of Youth and Family Service's Office of Child Abuse Control, toll-free at 800-792-8619, or to any District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey, 08625.

*The CTC must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child.

*The CTC must have a policy concerning health care procedures, the dispensing of medicine, and the management of communicable diseases.

*The CTC must have a policy concerning the expulsion of children from enrollment.

*The CTC is required to comply with the NJ Law Against Discrimination and the Americans with Disabilities Act.

POLICY ON HEALTH MATTERS

The Cherry Tree Club is committed to providing a program which is safe and attentive to the health and well-being of its students. Thus, parents are required to provide: (1) critical information about the child's medical history; (2) the name and phone number of the child's physician; (3) a copy of their child's immunization records; (4) the results of a physician's examination which has been performed within one year of the child's start in the program; and (5) authorization to obtain emergency medical treatment.

HEALTH AND IMMUNIZATION REQUIREMENTS

Before starting at the CTC, each child shall have had a health examination performed by a licensed physician within one year prior to their start at the program. Additionally, each child must have received the necessary immunizations.

ILLNESSES

Children should not be sent to the CTC with any of the following illnesses or symptoms of illness. If such illnesses or symptoms of illness occur at school, the child will be separated from the group and possibly sent home early:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Untreated weeping or bleeding skin lesions
- Mouth sores with drooling
- Stiff neck

Once the child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the CTC.

COMMUNICABLE DISEASES

The CTC shall not permit a child with any one of the following communicable diseases to attend the program:

EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact</u>
Chicken Pox	Camphylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Children with one of the above illnesses will only be permitted to return to the program when a doctor’s note stating that the child presents no risk to himself/herself or others is obtained. If the CTC experiences an outbreak of an excludable communicable disease, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

ADMINISTRATION OF MEDICATIONS

The CTC will not administer medication to a child during the program hours.

POLICY ON THE RELEASE OF CHILDREN

Each child will be transported on The Cherry Tree Club bus to their drop-off location under the supervision of The Cherry Tree Club Program Assistant. At the drop-off location, the child will then be released only to the custodial parent/legal guardian or the person authorized by the custodial parent(s) to assume responsibility for the child in the case of an emergency.

Children shall not be released from The Cherry Tree Club site to a custodial parent or authorized person unless the individual can provide proof of identification and the staff is able to identify the individual.

If a non-custodial parent has been denied access to a child by a court order, The Cherry Tree Club shall secure documentation to that effect and maintain a copy on file.

If the custodial parent or authorized person is not at the child's drop-off site, the Program Assistant will:

- Remain with and supervise the child at all times;
- Attempt to find the parent or person authorized by the parent;
- If no one is found an hour after arrival at the child's drop-off site, call the DYFS 24-hour Child Abuse Hotline (800-792-8610) to seek assistance in caring for the child until the parent or person authorized by the child's parent is able to pick up the child; and
- Call the CTC Lead Teacher and Director to inform him/her of what has transpired.

If the custodial parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Program Assistant, the child would be placed at risk of harm if released to such an individual, the Program Assistant will:

- Not release the child to the impaired individual;
- Contact the child's other parent or an alternate person(s) authorized by the parent;
- Call the DYFS 24-hour Child Abuse Hotline (800-792-8610) to seek assistance in caring for the child; and
- Call the CTC Lead Teacher and Director to inform him/her of what has transpired.