

FAMILY GUIDE ADDENDUM & RECEIPT OF INFORMATION- NJ

To meet NJ licensing requirements, the following documents and information are provided to the parents/guardians of enrolled children for review and signature.

Policy on Methods of Parental Notification

Our goal is to foster open, honest communication with families, as detailed on pg. 8 of the Bright Horizons Family Guide. The center will communicate via a variety of methods including daily experience sheets (mobile as applicable), notice boards, email, parent groups, newsletters, and/or memos.

In the event of a child's injury that involves the head/face, swelling, break in the skin from a bite, a fall from a height greater than the height of the child, and/or professional medical care is required, the parent/guardian (or emergency contact if parent/guardian is unavailable) will be verbally notified immediately after taking action to protect the child from further harm. Notification of minor injuries may be communicated to families through the MyBrightDay application, as applicable. In addition, a written Occurrence Report for all types of injuries will be provided to the parent/guardian at the time of pick up.

In the event of an emergency evacuation and/or weather related emergency, parents/guardians will be contacted via telephone, email and/or text or the MyBrightDay application, as applicable.

Policy on the Use of Technology and Social Media

Communication with parents/guardians will be conducted using a Bright Horizons owned device only (i.e. telephone, computer, etc.). Use of staff personal cell phones for text messaging and/or phone calls and use of personal email to communicate with families about Bright Horizons' business is strictly prohibited. Social media is not used as a form of communication with families about the specifics of a child's day. The use of social media to communicate curriculum varies from center to center.

The Informed Consent Form signed by the parent/guardian upon enrollment and annually thereafter, includes the Bright Horizons photo/video/social media policy. Although centers/schools cannot guarantee that a child's picture will never be taken, if a parent/guardian requests that a child not be photographed/videoed, best efforts will be made to avoid taking pictures of that child and that child's likeness not be displayed in any way.

Parents/guardians are permitted to take pictures and videos of their child in their classroom. Pictures and videos that include other children should not be posted to social media sites. If center management is made aware of such postings and a failure to abide by center policies, then disenrollment from the center may be possible.



Additionally, the following information is provided through the *Bright Horizons Informed Consent Form and Family Guide*, and the *NJ Enrollment Agreement Addendum*, all available on the *Bright Horizons Enrollment Website*.

Expulsion Policy (Suspension of Enrollment Policy)

- Located on the Enrollment Website

Information to Parents Document

- Located on the Enrollment Website

Positive Guidance Policy

- In the Family Guide, pgs. 15 & 16, located on the Enrollment Website

Policy on Communicable Disease Management

- In the NJ Enrollment Addendum, Family Guide (including medication administration) on pgs. 33-36, and NJ Quick Reference Guide, all located on the Enrollment Website

Policy on the Release of Children

- In the Informed Consent, NJ Enrollment Addendum, and Family Guide, pgs. 28 & 29, all located on the Enrollment Website

Technology and Screen Time Expectations

- Located on the Enrollment Website, including additional information in the Informed Consent Form and Family Guide, pg. 31 also located on the Enrollment Website

By signing below, I agree and acknowledge that I have received a copy of the *Bright Horizons Family Guide* and a copy of the information/policies listed in this addendum, which is intended to supplement the *Bright Horizons Family Guide*.

I understand it is my responsibility to contact Bright Horizons with any questions I have about information in the Family Guide or any document relating to policies and procedures.

Child's Name: _____

Signature of Parent/Guardian: _____ Date: _____

Center Management: _____ Date: _____

