

Carolyn Stokes Preschool
EMERGENCY CONTACTS/ AUTHORIZED PICK-UP
(Print clearly please!)

List names of responsible adults who can be reached directly during school hours below:

Child's Name: _____ Birthdate _____

Parent/Guardian _____ Contact Number _____

Name: _____ Relationship: _____

Phone Numbers: _____
Home Cell Work

Name: _____ Relationship: _____

Phone Numbers: _____
Home Cell Work

Name: _____ Relationship: _____

Phone Numbers: _____
Home Cell Work

Name: _____ Relationship: _____

Phone Numbers: _____
Home Cell Work

PLEASE NOTE THAT CHILD WILL NOT BE RELEASED TO ANYONE WHO IS NOT ON PICK-UP LIST WITHOUT PARENTS WRITTEN OR VERBAL PERMISSION- PHOTO ID MUST BE SHOWN

Carolyn Stokes Preschool INCLUSION POLICY

In adherence to the Americans with Disabilities Act (ADA), Carolyn Stokes Preschool's program does not discriminate based on a child's disability, and its staff strives to offer reasonable accommodations to enable children with disabilities to become fully included in its program.

Carolyn Stokes is a full inclusion preschool. This means that it accepts children with special needs. This is an opportunity for those children to participate in our programs with other enrolled children. There are many benefits for all the preschool's children and many opportunities for them to learn about differences. These experiences help to instill understandings and insights which promote acceptance of others.

It is one of the preschool's goals to provide a stable environment and caring environment, which presents a well-rounded preschool education to a wide range of young children from varied backgrounds. Understanding and accepting personal differences between is one's self and others are an important aspect of everyone's educational growth and maturity.

Carolyn Stokes Preschool and its staff members support:

- Programs are responsive to each child's individual abilities and needs;
- Material and equipment are appropriate and adapted for children of varying abilities, interests, and needs;
- The curriculum includes rich opportunities for play and is responsive to the needs of the whole child, including opportunities for development in the cognitive, language, social-emotional, and physical areas;
- Family's involvement in program planning, implementation, and activities for children and family members reflect cultural diversity;
- Collaborative relationships with family and staff which include modification of the educational environment and approaches to assessment and curriculum;
- Development of multiple strategies, an on-going process, to support the humanistic view of the "whole child";
- Understanding the characteristics of young children including not only those who develop typically, but also those with disabilities and special needs.

I have read the preschool's "**Inclusion policy**", I understand it, and agree to follow the guidelines strictly.

NAME OF PARENT/GUARDIAN

DATE

Carolyn Stokes Preschool
POLICY ON THE RELEASE OF CHILDREN

A) Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s), to take the child from the preschool and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

The preschool has no right to keep the non-custodial parent from visiting or picking up the child unless he/she has been denied access to a child by a court order, the preschool shall secure documentation to that effect and maintain a copy on file.

B) The procedures below shall to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), fails to pick up a child at the time of the preschool's daily closing,

1. The child shall be is supervised at all times by no less than two (2) staff members
2. The staff will continue to contact the the parent(s) or authorized pick up person (s)
3. An hour after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed, **the staff members will call the NJ Division of Children and Family Services (DYFS) 24-hour Child Abuse Hotline** (1-800-792-8810) to seek assistance in care for the child until the parent(s) or person(s) authorized by the child's parents is able to pickup the child.

POLICY ON THE RELEASE OF CHILDREN, continued

C) Written procedures are followed by staff members 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 judgment of the director and/or staff members, the child would be placed at risk of harm if released to such an individual, are:

The child may not be released to an impaired individual, regardless of relationship to child.

Staff members will attempt to contact the child's other parent or alternate person(s) authorized by the child's parent(s)

If the preschool is unable to make alternative arrangements as noted in Section (A) above, **a staff member will call the Division's 24hour Child Abuse Hotline (1800-792-8610) to seek assistance in caring for the child.**

I have read the preschool's "**Policy on the Release of Children**", I understand it, and I agree to follow the guidelines strictly.

Parent's/Guardian's Signature

Date

Carolyn Stokes Preschool
CHILD ABUSE/NEGLECT/EXPLOITATION POLICY

Any person, staff member, parent, guardian, relative, friend, who suspects any form of abuse and/or neglect and/or exploitation of any child, including those enrolled at Carolyn Stokes Preschool, by any person, is required by NJ State law to report their suspicions to the NJ State Division of Youth and Family Services (DYFS), Officer of Child Abuse Control. Reports may be made anonymously.

The Child Abuse/Neglect toll free hot-line telephone number is 1-800-792-8610.

In particular, any person employed in a school or child care center or preschool, such as Carolyn Stokes Preschool, who observes certain characteristics which can be interpreted by DYFS as a reason to suspect any form of abuse/neglect/ exploitation may be subject to disciplinary action unless those observations are reported to the Executive Director prior to discussing them with the child's parent/guardian.

Further information can be obtained from the Division of Youth and Family Services (DYFS) at CN 717, Trenton, NJ 08625.

I have read the preschool's "**Child Abuse/Neglect/Exploitation Policy**", I understand it, and I agree to follow the guidelines strictly.

Parent's Guardian Signature

Date

Carolyn Stokes Preschool DISCIPLINE POLICY

It is one of the goals of Carolyn Stokes Preschool that children be encouraged to develop self discipline through the use of positive reinforcement of appropriate behaviors. This means that the teachers will focus their emphasis on acknowledging and rewarding positive and appropriate behaviors of the children. There will be times, however, when a child's behavior may be a distracting influence to the learning environment for him/herself or for others. In these situations the following approaches will be followed by the preschool's staff.

- 1) Staff will verbally remind the child of the appropriate behavior for the given situation.
- 2) Staff will provide a re-direction period for the child
- 3) Staff will seek the assistance from the parent(s) and family worker in developing an appropriate behavioral plan for the child
- 4) If the safety of a child, a group of children, or staff members cannot be assured due to the social behavior of a given child, that child may be terminated from Carolyn Stokes Preschool. This alternative would be resorted to only if all other measures (above) have proved to be ineffective.

I have read the preschool's "**Discipline Policy**", I understand it, and I agree to follow the guidelines strictly

Parent/Guardian Signature

Date

**Carolyn Stokes Preschool
PAYMENT POLICY**

1) Parents with **no subsidy** are charged on a weekly basis and fees are payable on the Monday of the current week of service. If it is necessary to send a Past Due Reminder to parents, prompt payment **in full** shall be expected immediately. A five dollar (\$5) late charge will be added to the preschool fee for every week an account is past due.

2) If a family's account is more than two weeks overdue and a payment/ or written payment agreement has not been made between the family and preschool your child will be terminated.

3) All preschool tuition payments, can be paid by **Check, Money Order or Cash**. Families can also pay by Debit/Credit Card (machine is located in the front office) If a Personal Check is returned to the preschool an **automatic Returned Check Fee of thirty five dollars (\$35) will be added to your account.**

4) There will be no reduction in the (**private fee/private wrap**) tuition when the school is closed for, staff training or emergency closings. These closings are required by the preschool's contracts with its funding agencies. **Only the exceptions listed below will be honored by the school**

- **Winter Break**
- **Spring Break**

5) **Child Care Connections Subsidy** fees are calculated on a 52 week period with a built-in allowance for average absenteeism. Therefore, holidays, staff training days, emergency closings, absences, and vacations do not exclude or reduce the parents required co-payment.

I have read the preschool's "**Payment Policy**", I understand it, and I agree to follow the guidelines strictly.

Parent/Guardian Signature

Date

**Carolyn Stokes Preschool
PAYMENT AGREEMENT**

The following Tuition/Fee/Co pay agreement is a binding contract between Carolyn Stokes Preschool and:

Name of Parent/Guardian (please print)

Address of Parent/Guardian (please print)

Name of Child/Children (please print)

The assessed tuition/fee/co-pay of \$_____ for the: **FEE CCVC WFN-WRAP**
CIRCLE ONE

Program is due on the **first service day of each week/ Month**

The parent/guardian named above agrees to:

- 1) Pay the assessed tuition/fee in a timely manner during the entire period the child/ren are enrolled at Carolyn Stokes Preschool
- 2) Pay Carolyn Stokes Preschool late fees for picking up a child/ren after the school's official closing time 5:30 pm.

\$15 for the first 15min

\$1.00 for any succeeding minutes until child is picked-up

These fees are not included in the tuition/fee; they are additional charges and are to be paid within seven (7) days of each Occurrence.

I understand that if the tuition/fee payment is overdue for (2) **consecutive months** my child will be terminated immediately from Carolyn Stokes Preschool and my account will be placed in **collections.**

I have read and understand the terms of the Payment Agreement between myself, _____ and Carolyn Stokes Preschool. I have received a copy of this contract and a copy of the "**Payment Policy**" for my personal records.

Parent/Guardian Signature

Date

Signature of preschool Representative: _____ Date _____

CAROLYN STOKES PRESCHOOL TERMINATION/EXPULSION POLICY

Carolyn Stokes Preschool may terminate services to a child for any of the following reasons:

Non-payment of fees; parents will be given a ten (10) day notice to bring their child's fees up-to-date prior to the actual day of termination.

Excessive absenteeism or tardiness; Parents will be notified fifteen (15) days prior to the actual date of the preschool's intent to terminate their child. Should the child's attendance or tardiness improve consistently after the notice and remain so, the Nursery may reconsider its decision

Excessive disruptive behavior; The preschool will do its best to accommodate each child with the support he/she needs, including creating strategies to assist the parents and teachers with any behavioral challenges. If the child's behavior does not improve within a mutually agreed time, parents will be given a ten (10) day written notice prior to their child's termination.

Parent failure to provide documentations required by NJ

State regulations; The preschool is required to have mandated documentation, including but not limited to health records, medical excuses, residency, parent/guardian acknowledgment of preschool and state mandated policies, in each child's file. Failure to provide any of the above documents within ten (10) days of requested information will result in the child's termination.

Any actions which endangers the welfare or safety of other children or staff members; and/or interfere with the smooth operation of the preschool will result in immediate termination.

Parent/Guardian signature _____ Date _____

Carolyn Stokes Preschool

BLANKET PERMISSION FORM

I, _____,
Parent/Guardian (please print)

do hereby give my permission for my child/children,

_____,
Name of Child/Children (please print)

To participate in staff supervised walking trips off-site while enrolled at **Carolyn Stokes Preschool**. I understand the above mentioned trips of an Educational or recreation nature and will be of benefit to my child.

I understand I will receive a specific permission slip describing any field trips, off-site and involving bus transportation, to all educational events or specific locations for which my child is eligible.

Parent/Guardian Signature

Date

Carolyn Stokes Preschool
CHILD and ADULT CARE FOOD PROGRAM (CACFP)

Carolyn Stokes Preschool participates in the Child and Adult Care Food Program (CACFP), a federal program whose primary goal is to help provide nutritious meals to children receiving day-care/preschool services. Because the preschool participates in this program, your child will receive meals at no separate charge; however, the information on the attached “Child and Adult Care Food Program Eligibility Application” is necessary so that the preschool may receive reimbursement for those meals. This form will be placed in our files and treated as confidential information.

The “Eligibility Income Scale” for reduced priced meals is included in this letter for your information. If your income is less than or equal to these reduced price standards, your child is eligible for free or reduced price meals for the CACFP which means increased reimbursement for the preschool and increased nutritional benefits for your child. To apply you must complete one of three options.

Option 1: If you receive food stamps or AFDC benefits for your child you may list you food stamp or AFDC case number and sign and date the form.

Option 2: If you are applying for a foster child, you may check the box and sign and date the form

Option 3: If you do not receive food stamps or AFDC benefits for your child, you must provide: (1) the total current household income; (2) names of all household members; (3) social security numbers of all adult household members 21 years or older, or indicate that the adult does not possess one; and (4) your signature and the date.

The income which you report must be the total gross income received by all members of you household. If during the year, there are decreases in your family size or increases in your income which exceed \$50. per month or \$600 per year, you must report those changes to the preschool so that appropriate eligibility adjustments can be made. Also, if you become unemployed, your child may be eligible for free or reduced price meals.

The CACFP is a federal program of the Food and Nutrition Service, United States Department of Agriculture. It is operated in accordance with USDA policy, which does not permit discrimination because of race, color, national origin, handicap, age, or sex in meal service, admissions policy, or use of any CACFP facility. Any person who believes he/she has been discriminated against in and USDA related activity should writ to the Secretary of Agriculture, Washington, DC 20250. If you have further questions regarding this program and/or your child’s eligibility, please come to the business office with them.

Dear Parents,

In keeping with New Jersey's child care center licensing requirements, Carolyn Stokes Preschool is obliged to provide you, as the parent/guardian of a child enrolled in its program, with this informational statement.

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

Please read the statement following this letter carefully and if you have any questions, please feel free to stop by the preschool or call: 609-392-2648 with any questions or concerns.

Sincerely,

Khadijah T. Baker Turner

Executive Director

Please print.

Name of Child _____

Name of Parent(s)/Guardian(s) _____

I have read and received a copy of the Information to Parents Statement prepared by the NJ Office of Licensing, Child Care and Youth Residential Licensing, NJ Department of Children and Families.

Parent/Guardian signature

Date

Rights and Responsibilities Statement

Parents are entitled to review the preschool's copy of the OOL Inspection Reports on the preschool which are issued after every licensing inspection of the preschool. If there is a licensing complaint investigation, you are also entitled to review the OOL Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the preschool during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

The preschool must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

The preschool 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.

Parents of enrolled children may visit our center at any time without having to secure an approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

The preschool must inform parents in advance of every field trip, outing, or special event away from it. The preschool must obtain prior written consent from parents/guardians before taking a child on each off-site visit.

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 preschool or not, is required by NJ 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) 792-8610 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,
CN717 Trenton, NJ 08625-0717**

Carolyn Stokes Preschool
MANAGEMENT OF CHILDREN'S ALLERGIES

The health and safety of the children with allergies who attend Carolyn Stokes Preschool depends upon good communication and sharing of information between the child's parents/guardian, the child's health care provider, and the staff.

Prior to a child's entering the preschool, the parent/guardian will provide a written history of the child's allergy background, what allergens or "triggers" are to be avoided, and a treatment plan to protect him/her should an allergic reaction occur.

"Each child with an allergy will have an individualized care plan (**Food Allergy Action Plan*** and/or **Care Plan for Children with Special Health Care Needs***). The care plan minimally should include: the child's name, date of birth, specific food (or other) allergy(ies), and steps to be taken to avoid the causes.

It is the parent's/guardian's responsibility to inform Carolyn Stokes Preschool if his/her child has an allergy/allergies and provide a list of foods that the child may not have, or other causative factors which result in allergic reactions from the child's health care provider. If the child has food allergies his/her information is compiled and posted in the office, the kitchen, and child's classroom. Nutritional alternatives are provided to children who are unable to eat the foods on the published weekly menu.

If an individualized care plan is completed by the child's health care provider, it to include: a detailed treatment plan to be implemented in case of the event of an allergic reaction, including names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications.

It is the responsibility of the **child's parents/guardians** to provide the preschool' staff with the necessary medications, information about storage of such medications, and equipment to manage the child's allergy(ies) while in its care.

Parents/Guardians shall provide the preschool with updated information about the child's food allergy(ies) or any changes that the child's health care provider may make to the child's individualized care plan.

My child, _____, **has** / **does not have** allergies.

CIRCLE ONE

I have read and understand this policy. If my child has allergies, I agree to follow the policy, giving permission to the preschool's staff to administer the health care provider's prescribed medication to my child if it becomes necessary.

Parent/ Guardian Signature

Date

Carolyn Stokes Preschool

POLICY on the MANAGEMENT of COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend the preschool. If such symptoms occur at the preschool, the child will be removed from the classroom and his/her parents will be called to take him/her home. If the preschool is unable to contact the child's parents, his/her emergency contacts will be called to take the child home.

- **Severe pain or discomfort**
- **Acute diarrhea**
- **Episodes of acute vomiting**
- **Elevated oral temperature**
- **Sore throat or severe coughing**
- **Yellow eyes or jaundice of the skin**
- **Red eyes with discharge**
- **Infected, untreated skin patches**
- **Difficult or rapid breathing**
- **Skin lesions that are weeping or bleeding**
- **Skin rashes lasting longer than 24 hours**
- **Swollen joints**
- **Visibly enlarges lymph nodes**
- **Stiff neck**
- **Blood in urine**

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

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contacts any of the following diseases **may not** return to the preschool without a doctor's note stating that the child presents no serious health risk to him/herself or others.

Respiratory Illnesses

Chicken Pox**
German Measles
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastro Intestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

*(Reportable illnesses that must be reported to the Health Department by Carolyn Stokes Preschool

*(**NOTE**): If your child has Chicken Pox, a doctor's note is not required for the child re-admittance to the preschool. However a note from the parent is required stating six (6) days have gone by since the onset of the rash or that all sores are dry and crusted over.

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

Parent/Guardian Signature

Date

**Carolyn Stokes Preschool
PHOTO and VIDEO/AUDIO RELEASE**

I grant permission to Carolyn Stokes Preschool to utilize pictures and video recordings or any son/daughter listed below and recordings made of their voices or music in whole or in part for possible publication in: preschool publications, newspaper or magazine articles, TV news spots, cable and broadcast television and the preschool's website.

The preschool is aware of potential dangers associated with posting personally identifiable information on a website since global access to the internet does not allow us to control who may access such information. These dangers have always existed; however, as the preschool, we want to celebrate your child's work and accomplishments. We will not release any personally identifiable information without prior written consent from you as parents or guardians. Personally identifiable information includes student name, photographs or images, school locations, and class trip information. The law requires that we ask for your permission to use information about your child.

By signing below, I hereby also release Carolyn Stokes Preschool, their agents and employees from any and all claims for compensation based on use of said material for any purpose or for damages for libel, slander, or invasion of the right of privacy. I further agree that I will make not claim for any consideration or damages and to hold harmless the preschool, its agents and employees for use of said picture, video or audio.

If you, as parent or guardian wish to rescind this agreement, you may do at any time in writing by sending a letter to the executive director of the preschool. And such rescission will take effect upon receipt by the preschool.

By signing below I grant permission for my child's name, photograph, video and voice to be published on the preschool's website(s), educational access cable television channel and sent to local media for various school-related activities, including but not limited to awards, special programs, scholarships, community service activities, athletic events, and program playbills.

Student's Name (Please Print) _____

Classroom Number _____

Parent/Guardian Name (Please Print) _____

Relationship to Student _____

Signature of Parent/Guardian _____ Date _____

**DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING
INFORMATION TO PARENTS**

Under provisions of the **Manual of Requirements of Child Care Centers** (N.J.A.C. 10: 122), every licensed child care center in New Jersey must provide to parents fo enrolled children written information on parent visitation rights, State licensing requirements. Child/neglect reporting requirements and othe child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent'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 Center & Youth Residential Licensing, in the Department of Children an Families (DCF). A copy of our current license must be posted in a prominent location at our center. **Look for it when your'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 Requiremets 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 Requirements by sending a check or money order for **\$5.00** made payable to the “Treasure, State of New Jersey”, and mailing it to : NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning , application or alleged violations of the **Manual of Requirements for Child Care Centers**. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877)-667-9845. Of course, we would appreciate you bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents of people authorize 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 disease. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning 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 Office of Licensing's Inspection/Violation Reports on the center, 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 Office'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.

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

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

Our center must post a listing or diagram of those rooms and areas approved by the 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's 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 inform parents in advance of every field trip, outing, special event away from the center, and must obtain written consent from parents before taking a child on each such trip.

Our center is required to comply with 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. 1201 et seq.). Anyone who believes that center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292 4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292 7701, or may contact the United States Department of Justice for information about filing an ADA claim (800) 514

0301 (voice) or (800) 51400383 (TTY)