

Firm Foundations Private Learning Center and Preschool

Parent Handbook & Registration Packet

2024 to 2025 SCHOOL YEAR

September 3, 2024-August 29, 2025



"Providing Your Child's Foundation for the Future!"

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Welcome

Welcome to Firm Foundations Private Learning Center and Preschool. We sincerely hope this will be the beginning of or continuation of a rewarding and trusting relationship between your family and our staff. This handbook is a guide to what you can expect from us, and what your responsibilities are. Please feel free to contact the Director if you have any questions or concerns about the policies and procedures.

Our Philosophy

Firm Foundations Private Learning Center and Preschool believes that a child's early foundations of development are important. Children develop and learn through play and hands on activities that address the needs of the whole child (emotional, intellectual, creative, physical, and social).

Each child has an individual style of learning, and we will encourage their individuality by building their knowledge of learning through implementing developmentally appropriate activities that are fun filled, hands-on and educational.

Throughout our program we will emphasize self-esteem and self-reliance to ensure that each child develops these important skills as a foundation for future successes.

Firm Foundations Private Learning Center and Preschool will provide materials that will promote creativity and stimulate each child's imagination and learning through play and hands on activities. Language development is also an important aspect of growth and development. The staff will promote conversations with open-ended questions to foster each child's growth and language development. Staff will implement age-appropriate practices that will encourage each child's cognitive development and independence through Creativity, Initiative, Language and Literacy, Mathematics, Music and Movement, Science, Social Relations, and Social Studies!

We encourage parental participation and believe that a parent's involvement is important to the success of the program!

Our Staff

We firmly believe that a school's excellence is ultimately measured by the quality of its staff, which is why we are extremely selective when it comes to our staff. Each classroom is led by degreed teachers who are supported by well-educated and experienced teaching assistants. All the staff are required to participate in continuing education courses annually.

Every employee at Firm Foundations is held to the highest standards and must complete a pre-employment screening process. This includes a thorough Federal background check, a New Jersey State Child Abuse clearance, and education and experience verification.

All staff members are required to have current first aid and CPR certification. The staff receive training on preventing and responding to abuse and neglect of children. The staff are also trained on emergency procedures for evacuation and /or fire. Every teacher is equipped with a master copy of each child's paperwork that accompanies any fire/evacuation drill.

Peace of Mind-Our Security

Safety and atmosphere are important to us here at Firm Foundations. We want to make sure that every parent and child feels secure and comfortable. Our building is equipped with fire alarms, sprinkler systems, a state-of-the-art camera system, an intruder alert system and a burglar alarm. Safety begins the moment you step into our foyer. In order to access the school's interior classroom area, everyone must first be health check and a FF Team member will buzz the door releasing the lock. You and the people you permanently authorize to pick up your child, after verification of their identification, will be entered into our computerized security system during the enrollment process or at any time after your child begins, pending on your written authorization. Only after a positive identification will that person be allowed to enter the interior hallways. Once inside, you'll find only students, staff, parents and other authorized adults who are permitted to enter our classrooms during regular school hours.

If a medical or any other type of emergency occurs, including the need to evacuate the building, we will take whatever steps are required. We will call 911 to obtain an appropriate and expeditious response to the situation. Parents will always be contacted as quickly as possible and be advised/consulted of the plan. Please make sure your child's registration information is always up to date. It is extremely important we have your and all your emergency contacts' current home, work, and cellular phone numbers. It's important to us to take proactive steps to always protect your child's well-being, but from time to time, accidents do occur. All injuries will be documented carefully, and you will be fully informed.

Communication with Parents

We understand that an important part of your life is finding out about your child's day and progress at Firm Foundations. Every day each child receives a "Daily Report" that outlines the day. We encourage you to read these reports and when your child becomes verbal, talk with your child about his/her accomplishments. Daily reports are sent home through our electronic PROCARE PARENT CONNECT APP that works simultaneously with our PROCARE software. This APP enables up to the minute reporting to you. Staff can also send pictures and video of your child throughout the day! Staff and Administration can also correspond back and forth to parents. Each parent is given access. (An email address is required for this APP to work)

We also use a folder system to send home any correspondence to keep families informed that is not or in addition to what is sent on the PARENT CONNECT APP. Please be sure to check the contents of your child's backpack each night so that you can find any other important notes, art projects, and so forth. We encourage parental participation and believe that a parent's involvement is important to the success of the program!

Parent-teacher conferences can be scheduled anytime throughout the year. Winter and spring conferences are voluntary. Teacher's will prepare an evaluation for the purpose of sharing observations and documenting the development of your child upon request.

If you have any concerns, at any time, please contact your child's teacher via note, phone call or email (PARENT CONNECT APP). If you have a message for a teacher during school hours, please call and we will relay the message. Your child's teacher will respond as soon as possible.

Please communicate with the teacher about any changes at home or within the family (i.e. parent on a trip, family member in the hospital). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. Confidentiality will be respected.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and promoting a strong community. Firm Foundations takes confidentiality very seriously and makes every effort to protect each family's privacy.

Communications among staff and parents about a child should be always kept confidential. We recommend that conversations about a child, behavior or incident should be conducted in private, away from the child and other parents.

Qualification to Enroll

Children will be placed in their developmentally appropriate program. Infants and Toddlers will transition when appropriate throughout the academic year. Notification of a transition will be communicated by your child's primary caregiver in advance prior to the transition. Transitions are subject to availability.

Once a child transitions into the Toddler Two program, he/she will remain in that program until the following academic year, (September). This is also the case for our Preschool 3 or PreK 4 classes. Every child enrolled in our Preschool 3 or PreK-4 classes must be fully potty trained to begin. We encourage families to begin the potty-training process at 2.5 so that they are fully potty trained by 3 years of age.

Students must turn in the attached physical forms and immunization record completed and signed by a doctor to the office before the child may start school.

HOURS 7:00 AM to 6:00 PM

Academic Hours---9:00 AM to 3:00 PM

*****Firm Foundations requests that all Preschool children arrive 5 minutes prior to the academic hours (8:55 AM) and stay till the academic hours are complete for the day. *****

FULL DAY: Any time drop off 7:00 AM to 9:00 AM to any time pick up till 6:00 PM.

*****Nap time after lunch*****

Emergency Closings

If school will not be open on a day because of poor weather conditions or because of emergency situations (school closings, delayed starting time, or early dismissal) you will be notified via Procure App, email, Text message or the school website. If no report is heard, it can be assumed that the school is in session.

Emergency conditions may necessitate the closing of school during the day. You will be notified via our ProCare system and if we do not receive confirmation, the Directors and/or Office Manager will make emergency phone calls to ensure parents are notified as soon as possible in the event of an emergency school closing.

Firm Foundations will be closed on the following days:

2024-2025 School Year

THURSDAY and FRIDAY before LABOR DAY (IN SERVICE for NEW SCHOOL YEAR PREPARATION)-Thursday, August 29th and Friday, August 30, 2024

LABOR DAY-Monday, September 2, 2024

THANKSGIVING- Thursday, November 28, 2024

DAY AFTER THANKSGIVING-Friday, November 29, 2024

WINTER BREAK-Tuesday, December 24, 2024 - Thursday, December 26, 2024

NEW YEAR'S BREAK-Tuesday, December 31, 2024 & January 1, 2025

PRESIDENT'S DAY-Monday, February 17, 2025

SPRING BREAK-Friday, April 18, 2025-Monday, April 21, 2025

MEMORIAL DAY-Monday, May 26, 2025

FOURTH OF JULY-Friday, July 4th, 2025

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL

2024-2025 Tuition Rates

****Tuition is based on the CONTRACTED SCHOOL YEAR and/or CONTRACTED SUMMER PROGRAM
as indicated by dates below. ****

**SCHOOL YEAR: SEPTEMBER 3, 2024 to JUNE 20, 2025
SUMMER PROGRAM: JUNE 23, 2025 to AUGUST 29, 2025**

[See Rates Sheet](#)

*****NO more than 1 discount will be given, and discounts can't be combined*****

FIRM FOUNDATIONS POLICIES

I hereby agree to and understand the following policies:

- Non-refundable registration fee of \$150.00 for the first child and \$100.00 each additional child
Re-registration fee of \$100.00 each year there after.
- **TUITION Monthly** :
 - Monthly Tuition payments are encouraged. Monthly Tuition is due by the 1st of each month.
 - Tuition may be paid by cash, ACH or credit card (3% fee applies) (Tuition Express account).
 - There will be a \$50.00 charge for returned checks/returned payments.
 - A late fee of \$50.00 per week, per child will be charged if tuition is not paid by Friday (end of business day) after the 1st of the month.
 - If your tuition by the following Friday (monthly), your child will be placed on the DNA List (DO NOT ADMIT) and will not be able to attend school until tuition is paid in full.
 - A late pick-up fee charge of \$2.00 per minute per child will be charged after 6:00 PM.
 - For your convenience, Holidays and School Closing are all built into the Tuition Schedule.
- Tuition will remain the same regardless of absences. (These are your scheduled/contracted days.) This includes times a child may be absent due to illness. This also includes a closing due to a "State of Emergency." Or inclement weather. This also includes Holidays Tuition each month will remain the same according to your contracted days.
- Preschool Tuition is to be paid for the SCHOOL YEAR (September 3, 2024 to June 20, 2025, and/or the SUMMER PROGRAM (June 23, 2025 to August 29, 2025).
- Infant and Toddler is a 12-month program from September 3, 2024-August 29, 2025
- Children are expected to attend class for the school year September through the end of June (as indicated). Four weeks' notice in writing is required for any child withdrawing from Firm Foundations. Tuition monies are due for the 4 weeks even if child is not in attendance. This DOES NOT apply for JUNE to negate paying for the entire month. If you attend anytime in June your obligation ends on the last day of the school year. (Yearly tuition needs to be paid in full).
- Vacation: NO credit will be given for VACATION time. Regular tuition rates apply.
- Please notify the school by 9:00am if your child will be absent from school. Any absences of 4 or more weeks will result in re-registering. (This may put you at the bottom of any waiting list.)
- **FLEX SCHEDULE**-Children that have a different schedule each week. Firm Foundations holds a (5 Day Full time slot) not permitting additional enrollment for the school. There will be a **\$35.00 charge per week** for this convenience.
- If a change in a schedule is needed, a new schedule form needs to be filled out and handed in for **approval** a minimum of two weeks prior to the change. SUBJECT TO AVAILABILITY!
- A medical examination and up to date immunization record is required for enrollment. Please have your doctor complete the health form and obtain a copy of your child's current immunization records before your child begins the program. A yearly flu shot is also required for any child under the age of 5 before the end of the calendar year.
- We reserve the right to refuse admission to any child that appears to be ill for any reason on any operating day. **Please refer to our sickness policy.**

- All medications, antihistamines or allergy medications and cough suppressants will be administered by the staff only when instructed by the parents and only when the medication form is filled out completely. NO fever medication will be administered; children may NOT attend school with a fever (a child must be fever free for 24 hours without fever medication before returning to school). **Please refer to our sickness policy.**
- Families are to provide lunch, with an ice pack, and anything that the child needs to eat lunch, including a fork, spoon, napkins, suction bowl, or plate (for infants & Toddlers) etc. A drink at lunch time must also be provided or the child may drink water. All lunches must be brought in a clearly marked container. Firm Foundations will provide a morning and afternoon snack and drink. Please complete the allergy form and an allergy action plan if your child has ANY allergies.
- Families must provide a cot sheet/crib sheet, a blanket, and a cuddly friend for nap time. All items must be labeled clearly! All items will be sent home at the end of the week to be laundered at home.
- Please provide a change of weather appropriate clothes or TWO (Infant/Toddler) in a labeled zip lock type bag in case of an accident or spill. If your child does not have changing clothes, we will be forced to call and have you drop of a change of clothes, or the child must be picked up.
- Firm Foundations reserves the right to terminate any enrollment if the child or parent becomes a discipline problem. The staff will try to work out any problems with a child or parent. If the problem persists over 30 days, the child will be asked to leave. NO tuition monies will be refunded.
- If your child creates damage to either our building or its content, exceeding \$25.00, you will be subsequently billed for the repairs.
- Firm Foundations reserves the right to not accept any child for any reason.
- Firm Foundations is exempt from any liability or reimbursement of medical costs in case of an injury unless the school's negligence caused an injury.

Late Pick-Ups

To prevent upsetting your child and causing staff delays in preparing for the next class or leaving for home, we ask that you allow yourself adequate time to arrive at the school. Please arrive no later than **5:45 PM** to allow adequate time for pick-up. A late fee charge of \$2.00 per minute per child will be charged after 6:00 PM. In the event of an emergency, please call whenever possible.

Arrival and Departure from School

When arriving or departing the school, please sign in and out at the front desk (we are currently doing it for you). **COMING SOON**-You will be able to sign in and out from your own device using a QR code. If someone new is picking up your child, we will need notice in advance so that we can register them in the system. Your child will not be released into their care until we have talked with you.

When parking PLEASE do not use the Handicapped parking unless you have a permit and please respect the Yellow Curb marked for the Fire Lanes.

The school is open at 7:00 am for childcare and the classrooms are open at 9:00 am for academics. Please do not leave your child in a classroom unless a teacher or teacher assistant is present. ****PLEASE HAVE THE CHILDREN DROPPED OFF BY 9:00 AM. Our educators start the day and interruptions not only makes the child uncomfortable but distracts the rest of the class and instructional time is lost.**

Daily Activities

Each day a variety of activities are offered. Some are teacher directed and some are not.

Child Choice

Center Time (Kitchen, Technology 3 and up), Make-Believe, Block Area, Art Center, Fine Motor)

Gross Motor Time (playground or inside directed movement)

Snack Time

Teacher Directed Instruction

Circle Time

Story Time

Directed Activity-Academic- Small Group Time

Gross Motor (Inside Play/Movement) - Large Group Time

FIRM FOUNDATIONS

Sickness Policy

If your child is ill with a fever, please wait twenty-four (24) hours from the time the fever ends before sending him/her back to school. If your child will not be attending class, please notify the school office. If your child becomes ill at school, you will be notified and requested to come and pick up your child at the teacher's and/or director's discretion. If your child becomes upset and the teacher cannot console them and resolve the situation, you will be called at the discretion of the teacher/director. The following exclusion periods **MUST** be followed as we are a licensed center in the State of New Jersey.

1. Child should be fever-free of a temperature over 100.4 degrees without medication (ex. Motrin, Tylenol) for twenty-four (24) hours before returning to school.

- Child's temperature is lowest in the morning and not a true indicator of constant temperature
- Medications such as Tylenol/Motrin given the night before can affect morning temperature
 - Child is eating and drinking normally before returning to school.

2. Child should be free from vomiting/diarrhea for twenty-four (24) hours before returning to school. (Concern of dehydration) **A side effect from antibiotics is NOT an exclusion from this policy. Dehydration is a big concern.

- If ill the night before, the child may feel better in the morning and ask to go to school.
- The child is likely to experience symptoms later that day, may be tired from loss of sleep and continue to be contagious to other children.
 - Free from bouts of vomiting/diarrhea for 24 hours before returning to school.
 - Child is eating and drinking normally before returning to school.

3. Child with thick nasal discharge and/or constant coughing should remain at home.

- Children, especially young children, don't take proper precautions to protect the spread of germs by hand washing, covering their mouths, using tissues.
- Child will feel poorly, learn little, and spread illness to other children.
 - Free from thick nasal discharge, with or without fever, for 24 hours before returning to school.
 - Free from constant coughing or coughing spells, with or without fever. for 24 hours before returning to school.

4. Child diagnosed with strep throat/scarlet fever should remain at home for twenty-four (24) hours after the beginning of antibiotics.

- Child remains contagious until antibiotic has time to work.
 - Child is eating and drinking normally before returning to school.

5. Child diagnosed with conjunctivitis (pink eye) should remain at home for twenty-four (24) hours after receiving medication for 24 hours. Viral and Bacterial Conjunctivitis are both contagious.

- There should be no drainage from the eyes.
- A child should not attend school with itchy, red eyes with drainage.
- Parents should consult with their physician each time a child has drainage from eyes to determine contagiousness before returning to school.
 - Child's eye(s) should be free of crusting and discharge before returning to school. Prescription drops are effective once crusting and discharge have stopped.

6. No child should attend school with any unusual rash or open draining areas on the body.

**** Once the child is symptom-free, (as outlined above), he/she may return to school. Firm Foundations MUST follow these guidelines set forth for licensure. NO exceptions can be made. A doctor's note will be required for your child to return depending upon the sickness.**

DOCTOR'S NOTE REQUIRED: When a doctor's note is required for a child to return to school, we ask that the doctor signs off on the Firm Foundations "VISIT to SICK/FIRST AIDE ROOM-RECORD of TREATMENT" report and the report be returned to the school upon the child's return. When a child is sent home with a sickness or injury that requires a doctor's note to return, the Doctor will want to see the Firm Foundations report and Firm Foundations would like to verify that the Doctor has received our full report. (EXAMPLES: HAND, FOOT and MOUTH; CONJUNCTIVITIS)

Policy on the Management of Communicable Diseases

If a child exhibit 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 temperate of 100.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced 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.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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 Diseases 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.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

***A child who contacts any of the following diseases MAY NOT return to the school without a physician's note stating that the child presents no risk to himself/herself or others:

- Chicken Pox**
- German Measles
- Hemophilus Influenzas*
- Measles*
- Meningococcus*
- Mumps*
- Strep Throat
- Tuberculosis*
- Whooping Cough*
- Giardia Lamblia*
- Hepatitis A*
- Salmonella*
- Shigella*
- Impetigo
- Lice
- Scabies
- Hand Foot and Mouth
- COVID-19

*Reportable diseases that will be reported to the health department by the school.

**NOTE: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the school. 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 your child is exposed to any excludable disease at the center, you will be notified in writing.

FIRM FOUNDATIONS

Medication Administration in Child Care-Policy and Procedures

PURPOSE: *This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.*

INTENT: *Assuring the health and safety of all children in our Center is a team effort by the childcare provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

GUIDING PRINCIPLES and PROCEDURES:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
 - Over the counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - Cough suppressants
 - Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications
 - Under proper temperature control

9. A small lock box will be used in the refrigerator to hold medications requiring refrigeration. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:
 - Permission to Give Medication in Child Care
 - Universal Child Health Record
 - Emergency Contact Sheet
 - Medication Administration Log
 - Medication Incident/Error Report
12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child’s medication records maintained at the Center at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care professional for more information about the medication the child is receiving and will also authorize the health care provider to speak with the Director or Director’s designee if a situation arises that requires immediate attention to the child’s health and safety particularly if the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director’s designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.
17. The Medication Administration in Child Care Policy will be reviewed annually by the following:
 - Child Care Director Camille Banks-Director
 - Licensing Consultant
 - Office of Licensing
 - Child Care Health Consultant
 - Parent/guardian
 - Office Manager
 - Other(specify)

EFFECTIVE DATE OF THIS POLICY:	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE:	DATE:

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current *Manual of Requirements for Child Care Centers in New Jersey and Caring for Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs*, second edition.

FIRM FOUNDATIONS DISCIPLINE PROCEDURE/POLICY

At Firm Foundations Private Learning Center and Preschool, we believe in teaching our children to use words instead of hands by allowing students to solve their problems.

Our methods of guidance and discipline used shall be positive reinforcement for desirable behaviors, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parents. We will utilize Positive Guidance strategies to redirect the child or children from a challenge that he/she is experiencing.

When a challenge occurs, the staff will follow this procedure:

1. Staff will calmly approach the situation.
2. Staff will allow students to discuss what happened.
3. Staff will re-state the challenge.
4. Staff will allow student(s) to express their emotions.
5. Staff will come up with a solution with the help of the student(s).
6. Staff will re-check with student(s) to make sure solution is resolved and student(s) are okay.

There shall be NO use of hitting, corporal punishment, aggressive language, ridicule, or harsh, humiliating or frightening treatment, or another kind of child abuse, child neglect or child exploitation.

Discipline shall NOT be associated with children in regard to rest, toilet training, and food.

Children shall NOT be isolated without supervision.

Discipline shall NOT be associated with the withholding of emotional response or stimulation and shall not require the child to remain silent for long periods of time.

In case of extreme or reoccurring discipline problems:

1. Parents/Guardians may be called to pick up their child.
2. The application of a child shall be re-evaluated.

NO TOLERANCE POLICY FOR THE FOLLOWING BEHAVIORS:

***Each incident will be documented, and it will be up to the discretion of the Director/Assistant Director if the behavior warrants immediate expulsion. ***

- **BITING**-Excessive Biting or Breaking of the skin to other children or staff.
- **PHYSICAL AGGRESSION**-is harmful behavior that is forceful, hostile or attacking. It may occur either in retaliation or without provocation. Aggression can be physical or communicated verbally or non-verbally.
- **VERBAL AGGRESSION**-a destructive form of communication.
- **TERRORISTIC THREATS**-declaration of intent to commit a crime of violence against another with intent to threaten a person, building, facility or public or private habitat. (example: using fingers to make a gun and threatening someone)
- **BULLYING**-is the use of force or coercion to abuse or intimidate others. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of class, race, religion, gender, sexuality, appearance, behavior, or ability.
-

FIRM FOUNDATIONS

GUIDELINES FOR POSITIVE GUIDANCE

POSITIVE GUIDANCE is a process of teaching children how to behave appropriately. POSITIVE GUIDANCE respects the rights of the individual child, the group, and the adult. Methods of POSITIVE GUIDANCE shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

POSITIVE GUIDANCE is different from punishment. Punishment tells children what they should not do; POSITIVE GUIDANCE tells children what they should do. Punishment teaches fear; POSITIVE GUIDANCE teaches self-esteem.

You can use POSITIVE GUIDANCE by planning ahead:

- Anticipate and eliminate potential problems.
- Have a 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.
- Offer a cozy area for a child to feel calm and safe while he/she gain self-control.
- 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 of two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That behavior or choice was not safe."

You can use positive guidance by showing love and encouragement:

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

Positive Guidance is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in 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 Guidance takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because Positive Guidance works.

Firm Foundations Private Learning Center and Preschool

EXPULSION POLICY

The State of New Jersey requires that all licensed Child Care Centers provide parents with a copy of the center's policy on expulsion. The following outline describes actions that may result in expulsion of a child from this center. We will do everything possible to prevent this policy from being enforced.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled child.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up/dropping off your child.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal aggression to staff or other children.
- Excessive biting and/or biting that breaks the skin to staff or other children
- Terroristic Threats
- Bullying
- Other (explain)

SCHEDULE OF EXPULSION

- If after the proactive actions below have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).
- A student/family may not be allowed to return to school, pending the level of risk to self, other children or staff OR failure of the child/parent to satisfy the terms of the plan. This may result in permanent expulsion from the center. This will be up to the Director and/or Assistant Director's discretion.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, 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.
- Recommendation of evaluation by professional consultation on/off premises.
- Recommendation of evaluation by local school district child study team.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements. (Pending safety of keeping child in center)

FIRM FOUNDATIONS
POLICY on the Release of Children

When arriving or departing the school, please sign in and out at the front desk, using the Station. If someone new is picking up your child, we will need notice in advance so that we can register them in the system. Your child will not be released into anyone's care until we have talked with you and they are registered in our computer.

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 school and to assume responsibility for the child in an emergency if the parent(s) can't be reached.

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the school shall secure documentation to that effect, maintain a copy in the child's file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at time of the school's daily closing, the school 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).
3. If a child remains at the school an hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) have not been made, and staff members can't continue to supervise the child at the school, a staff member shall call the Division of Children and Families Child Abuse Hotline (1-877-652-2873) OR (1-877 NJ ABUSE) 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) appears to be physically or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall ensure that:

1. The child may not be released to such an 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 Division's 24-hour Child Abuse Hotline (1-877-652-2873) OR (1-877 NJ ABUSE) to seek assistance in caring for the child.

Firm Foundations Private Learning Center and Preschool

Policy on Television/Computer Screen Time

Firm Foundations Private Learning Center and Preschool provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Firm Foundations follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits.

*****REGULAR TELEVISION/COMPUTER SCREEN TIME-Outside of curriculum-based viewing. *****

As such, children at Firm Foundations under age three (2 and under), will NOT have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer.

Children that are three and older who are in care four or more hours each day, television screen time is limited to 60 minutes per week and no more than 20 minutes at a time. Computer use is limited to 15-minute increments per child, except for supervised enrichment activities.

- Materials that have a PG or G Rating may be shown only to students who have the signed consent form of their parent/guardian.
- A permission slip for special occasion television screen time will be sent home for signature/approval. (i.e. Polar Express Day, Dr. Seuss Week etc....)
- Teachers must preview all videos before showing and the video should also be age appropriate.

***** CURRICULUM BASED TELEVISION/COMPUTER SCREEN TIME *****

- All Children that attend Firm Foundations, television screen time is to be outlined and approved by Head Teacher in weekly lesson plans.
- Materials, including computer software, and content shall be part of a standards-based lesson and appropriate for the lesson/unit of study and be documented in the lesson plans (i.e. relevant to instructional objectives and instructional strategies)
- The use of television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall **not** be used as a substitute for **planned activities** or for **passive viewing**.
- Instructional time is not to be used for viewing/using materials primarily for reward, recreation, or incentive.

- **Updated 08/2017 to State of NJ update

Firm Foundations Private Learning Center and Preschool

Social Media Policy

***The social media Policy applies to ALL enrolled families and Firm Foundations Staff. Social media includes: Social networking sites, websites, e-mail, text messages, and any other means of electronic communication. ***

PARENTAL NOTIFICATION: Firm Foundations will ALWAYS communicate in-person or via telephone, if parent is not at center regarding specific information concerning child. (ex. Sickness, Injury)

COMMUNICATION with PARENTS: Firm Foundations will communicate with our families in the following ways:

- In-person
- Email: Foundations431@gmail.com
- Telephone
- Daily Report sheets (PROCARE APP)
- Newsletters (PROCARE APP)
- Information via flyer
- Handbook
- E-mail set up between parent and teacher (PROCARE APP)
- E-mail through website to Director (PROCARE APP)

Social media sites- refers to the use of sites such as Facebook, Twitter, Instagram, etc... Social media sites are powerful tools for advertising and communicating about a service and when used effectively, can provide a great platform for sharing information about a service. We need to pay attention to HOW and WHAT we share over the internet to respect and protect the privacy of children, staff, families, and anyone always associated with Firm Foundations.

Why use social media sites? -Social media is an extremely efficient medium for sharing information about a service through the internet. It enables a business/public to easily share a wide variety of types of information on a regular basis with a network of people. Firm Foundations has a business website used to provide/share information about the school to current and future families.

Firm Foundations Website DO:

USE:

1. Firm Foundations website: <https://firmfoundationsnj.com/>
 2. Firm Foundations Facebook page
- The website/Facebook page are extensions to the business; therefore, we maintain the same professional boundaries, behaviors, and language always as we do in the Firm Foundations School.
 - The information shared is to help our families understand about the services we offer including photos of the learning environment, photos of children engaging in learning experiences/events, and sample curriculum and activities that the students participate in.
 - Every family sign a permission slip for photographs of students outlining the extent of permission.
 - ONLY the Director has permission to post information to the website/Facebook page as a control for permission given. NO ONE else has access to website/Facebook page administration.
 - ONLY professional statements or information will be posted.

Firm Foundations Website/Facebook Page DONT's:

- The website/Facebook page are NOT for sharing specific information about a child.
- The website/Facebook page does NOT replace our established forms of communication.
- The website/Facebook page will NOT name any child anywhere at any time.
- The website/Facebook page will NOT be used for personal use.
- The website/Facebook page will NOT use sarcasm/negative language at any time.

PARENTS and STAFF:

- The best practice, it is NOT recommended that parents and staff are friends on any social media site, regardless of friendships outside the school. This is to avoid the professional boundary being blurred for both the parent(s) and staff member.
- Please remember if you would like to make a comment on the school's social media site (Facebook), please do so in a professional manner. The school site is not for personal use, therefore should not be used for personal online exchanges or conversations.

- The best practice for STAFF: At NO time should any posts be made about Children, Parents, Staff, or any other professionals that staff may encounter. ALWAYS maintain professionalism, honesty, and respect.
 - It is recommended that staff using a social media site in a personal capacity are always aware of professional boundaries as to what we say or do can impact on how parents and other professionals view us.
 - It is therefore recommended that even within personal use, all staff should refrain from commenting on any work-related comments/practices at all times. A negative comment from your work perspective can have a major effect on a parents' perception of you as a professional early childhood educator.
 - ANY member of staff found to be posting remarks or comments that breach confidentiality and/or deemed to be of detrimental nature to Firm Foundations (Firm Foundations specific matters) or other staff OR posting/publishing photographs of the setting, children, or staff unless permission has been gained, may face disciplinary action as outlined in the employee manual.

OTHER SOCIAL MEDIA:

E-MAIL: E-Mail is used to communicate through the website and ONLY comes directly to the Director's e-mail account. E-mail can be used to communicate with a teacher if this is set up with the teacher. Teacher's Assistants will not receive or send e-mail to families.

TEXT MESSAGING: Text messaging is NOT a preferred method of communication with our families. Firm Foundations does NOT send any communication via text to our families.

EXCEPTION: PROCARE APP can be set up by parent to receive information via text or e-mail.

FIRM FOUNDATIONS

Child Nutrition & Physical Activity Policy

Firm Foundations makes an effort to provide the best possible nutrition and physical activity environment for the children in our facility. The school appreciates all the support from the parents/guardians in promoting the health of our children.

Nutrition:

- We offer whole grain snack foods.
- We offer fruit/vegetable snack-fresh fruit or vegetable only, never frozen, or canned.
- We make drinking water freely available for snack and lunch times.
- We rarely offer sweetened drinks other than 100% juice.
- We do NOT have soda on site.

Feeding Practices:

- Our staff help children determine if they are full before allowing them to put their lunch away.
- Our staff gently and positively encourage children to try a new or less favorite food.
- We do not use food to encourage positive behavior.

Food Brought in from Outside:

- We encourage healthier foods brought in and served for holidays and celebrations.
- We encourage our families to send in healthier food choices for lunch.

Supporting Healthy Eating:

- We always serve lunch family style with the children eating at tables together.
- Staff consume the same food and drink as the children at snack times.
- Our staff are encouraged to eat healthy foods in front of the children.
- We provide visible support for good nutrition in the classrooms and common areas through use of posters, pictures, and displayed books.

Nutrition Education for Staff, Children, and Parents:

- We provide training opportunities for staff on nutrition.
- We provide teacher-directed nutrition education to the children through a standardized curriculum.
- We provide nutrition education to parents in our newsletter throughout the school year.

Physical Activity:

- We provide at least 120 minutes of active play time to all children each day (60 MINUTES of outside activities unless it is actively precipitating). Bundle up!
- We provide opportunities for outdoor play 2 or more times per day (unless it is actively precipitating).

- We provide Music and Movement each day for all age groups.
- We ensure that children are rarely seated for periods of more than 30 minutes.
- We do not withhold active play time for children who misbehave. Instead, we provide additional active play time for good behavior.
- We rarely show television or videos other than videos for activities, such as yoga or movement exercises.

Play Environment:

- We provide fixed play equipment (tunnels, climbing and balancing equipment) that is extensive and varied for all children.
- We provide portable play equipment (wheeled toys, balls, hoops, push cars, etc....) that are diverse and available for children to use.
- Outdoor play space includes an open, grassy area and a track/path or wheeled toys.

Supporting Physical Activity:

- The staff often encourage children to be active and will join children in active play.

Healthy Guidelines for Celebrations:

Please help us encourage lifelong healthy habits among our children. We encourage parents to join us for their child's birthday or other special occasion and bring food to help celebrate. Please select or prepare healthier options that your child enjoys. Suggestions include:

- Favorite fruits
- Lower fat baked goods (ex. Mini muffins)
- Favorite dishes that are not necessarily desserts
- Foods with special family or cultural significance
- Healthy foods in fun shapes

Please also consider celebrating with favorite stories, music, games, or activities. Often the most important thing to your child is that you took the time to help plan something special. We know that it is hard to break old habits like cake, ice cream, and candy, but please give it a try!

**NAP SACC Program, Center for Health and Disease Prevention, May 2007.

Snacks and Lunch

Firm Foundations will provide the 2 daily snacks (AM and PM). One snack choice each day will be fruit, vegetable, cheese or yogurt and the other snack choice will be a whole grain snack option.

Lunch is NOT provided. If your child will be attending Firm Foundations on a full-time basis, please pack a lunch with an icepack.

Due to the number of allergies to nuts in our classrooms, we ask that NO snacks containing nut products are brought in for snacks or lunch. Please see if there are any ALLERGY notices posted for your child's classroom.

Toys at School

It is a school policy that children do **not** bring toys to school with the exception of Show-and-Tell. In the classroom, toys and activities are offered for purposeful reasons. The staff cannot ensure the care of each child's toy.

Birthdays

Everyone likes to celebrate birthdays! When a birthday occurs, the parent will inform the teacher so that arrangements to send in a treat may be made. (Please see Healthy Guidelines for Celebration) If your child has a birthday party and wants to hand out invitations to his/her classmates, you can only do so if the entire class is invited. When invitations are not given to the whole class, the students not included feel left out. Out of consideration, please hand any invitations to your child's teacher for distribution.

Progress Reports/Report Cards

- Dailey Reports will be issued daily.
- Progress Reports will be issued twice during the school year.

How You Can Help Your Child

- Provide a good breakfast and lunch every day.
- Dress your child appropriately for the weather (We play outdoors on most school days).
- Make sure your child gets sufficient rest and sleep (10-12 hours) each night before school.
- Show interest in your child's accounts of school experiences.
- Become acquainted with your child's school friends.
- Encourage responsibility, habits of orderliness, courtesy of speech and manners, and confidence in self and others.
- Provide opportunities for your child to make wise choices and decisions at home.
- Give your child the opportunity to practice what they have learned at school.

IMMUNIZATION RECORD

Firm Foundations must have an up-to-date immunization record for each child that is registered in the school. Flu shots are also mandated by the state of New Jersey by December 31st.

Toilet Training

We recognize that toilet training is an important step in the early development of all children. At some point during the older toddler or 2's school year, when we believe your child is ready to begin the process, discuss what you plan to do with the teacher. The teacher will have suggestions to assist you. Your child will have the greatest success when parents and teachers work together in a consistent team effort. If the timing is right, it should be a natural progression, not an ordeal to worry about. Children who are in the toilet training process must have several changes of clothing on hand every day. We recommend your child wear underwear at this time. Switching between underwear and diapers, except at naptime and bedtime confuses children.

Students that are not completely potty-trained will not be able to move up to PK3 until they are fully potty trained.

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL

First Day Checklist

You have probably visited us on one or more occasions and our intent is for you to have a smooth and informative enrollment and orientation process. In addition, we want you and your child to feel as comfortable and welcomed on your first day at Firm Foundations as possible. We understand no matter how well prepared and excited a family may be, the newness can also be a little scary for everybody. Sometimes saying goodbye isn't easy. We recommend you keep it reassuring, short, and sweet. Prolonging the inevitable often does not help the situation—ten minutes or so should do it; however, we won't rush you and respect your right to decide how to best handle this situation with your child. Please know if we ever think you need to be told anything concerning your child, we are going to call you, if necessary, or speak with you at drop-off or pick-up times, so we can collaborate on a course of action.

Each child should have the following:

- **Two-pocket folder:** A folder is provided on your child's first day. It is used for daily communication purposes; this should be brought to school every day and will go home every night. Your child's name should be written on the front. The left side will be for information going home. The right side will be for anything from home that is for the school/teacher.
- **A lunch box or bag in which to bring a lunch** (with an ice pack)
- **A water bottle/Sippy cup** **(CLEARLY LABELED WITH CHILD'S FIRST/LAST NAME AND DATE.)**

We would like your child to have:

- **A book bag:** This should be big enough to fit their folder, lunch box, and any other projects that we may need to send home.
- **A spare set of clothing to be kept at school:** This is in case of an accident so that your child will have something clean and dry to put on. Mark each piece of clothing with your child's name and place them inside a bag which should also be marked with their name. Please make sure that this change of clothing is kept appropriate to the changing seasons.
- **Nap Items: Cot Sheet, small blanket and nap buddy:** Each child should have a cot sheet, a small blanket when they have "rest time". Each child can also bring a favorite nap buddy to snuggle. Sheets, blankets will be taken home weekly for laundering.

Please label all school supplies along with coats, hats, jackets, and sweaters with your child's name.

LUNCH-We can reheat items that you send for lunch. However, we **CANNOT** prepare lunches at our facility, PLEASE ensure that the meal is prepared at home and ready for **reheating**. (Lunch items can be reheated, NOT cooked) (Example: we can re-heat leftovers or a hot dog, but can't cook a classroom full of Mac N' cheese bowls or a frozen meal) Good rule of thumb: Anything that takes a minute or under to re-heat is fine.

EXTRA CLOTHING-Your child should have change of clothes or two in their cubby. Please send them with weather appropriate change of clothing that can stay at school in their cubby in case we need to change their clothes. **HOWEVER**, if changing clothes are not provided and your child needs to change their clothes, especially in a case of emergency, **you are required to pick them up.**

SIPPY CUP-Please provide your child one, if needed. We will send their sippy cup home daily to be washed.

Diapers/Pull-Ups and Wipes-Please bring diapers or Pull-Ups and Wipes to cover a week. We can store a week at a time in each child's cubby.

Bedding-Each of our full day children will be taking a nap on a cot. Cot Sheets or Crib Size sheets will fit our cot. Please provide a sheet each week. Soiled sheets are changed immediately and the cot or mattress is thoroughly cleaned and sanitized before the sheet is replaced. Per the Department of Youth and Family Services, each child also needs a blanket to cover themselves with. We ask that a small blanket and sheet be brought from home and will be sent home at the end of each week to be laundered and brought back on the first day of school the following week. Please clearly label all Nap Items. Each child can also bring a sleeping buddy to take their nap with. After nap time the buddy will have to return to the child's cubby.

*****PLEASE LABEL ALL ITEMS BROUGHT TO THE SCHOOL WITH YOUR CHILD'S FULL NAME!!!!**

***** ALL BOTTLES, AND SIPPY CUPS MUST BE LABELED WITH YOUR CHILDS FULL NAME and DATE.**

LABEL, LABEL, LABEL!

Firm Foundations Private Learning Center and Preschool

Health and Safety Guidelines

INFANT, TOT, Toddler Classrooms

(Bottle, Sippy Cup and Food Policy)

Firm Foundations Private Learning Center and Preschool is a licensed school by the State of New Jersey. The school must follow all requirements outlined by the Department of Children and Families to maintain our licensure. The guidelines affect the infant, tot, one and two-year-old rooms. The guidelines are as follows:

INFANT and TOT Rooms:

- Individualized written diets and feeding schedules must be submitted to the school by the child's parent or health care provider. The schedule needs to outline specific formula with ounces for each feeding and times, breast milk with ounces for each feeding and times, and introduction of any new food with quantity and time. The school will keep each diet/feeding schedule in a designated place for all staff to refer to. The diet/food plan **MUST** be updated every time a change is made to the plan or **MONTHLY**, whichever is most current.
- Each child's bottles must be labeled with the child's **FULL NAME and DATE**. Each bottle must have all liquid ingredients prepared in the bottle with the correct number of ounces for **ONE** feeding. If powdered formula needs to be added to the bottle, the powder must be measured out for each bottle by parent. The school can **NOT** wash and re-use a bottle or add a liquid to a bottle. One bottle=One feeding. Bottles must go home every day and come back prepared for the next day (washed, sanitized and filled). Any formula or breast milk not consumed at a designated feeding must be discarded by staff.
- All other main food (breakfast/lunch foods-jar or prepared foods) provided for an infant or tot needs to be labeled as well with name and date. All leftover food will be sent home each day. Snack items are fine to keep in his/her cubby in a sealed package or container.
- All infants and tots must be placed in a crib or cot for all nap times on his/her back. No children are permitted to sleep in any other apparatus (bouncer or cradle) unless a note is provided by a physician giving permission for a specific reason (ex. Acid reflux).
- **NO** Blankets are allowed to be used under the age of 12 months while sleeping.
- **NO** swaddling is permitted.

- Older infants and tots are no longer allowed to carry bottles, sippy cups, use pacifiers or regular cups with them while walking or crawling. Drinks will be provided in a seated manner only. Pacifiers can ONLY be used in a crib or cot to sleep.
- NOT allowed to use pacifier straps or any other form of attachment devices while attending the school including pacifiers attached to little stuffies.

ONES and TWO's Rooms:

- Each child's Sippy cup or straw cup must be labeled with the child's **FULL NAME** and **dated**. Cups must go home every day and come back prepared the next day (washed and sanitized). The school is ONLY permitted to use the cup for one day. The cup will be emptied and rinsed out after each snack or lunch period. Children are no longer allowed to carry Sippy/straw cups, or regular cups with them while walking or crawling. Drinks will be provided in a seated manner only. NO pacifiers while walking or crawling. Pacifiers will be provided in a seated/non-mobile manner only. We are not permitted to have pacifiers on leashes or hanging off of a stuffed animal.
- The school provides 5 oz. disposable cups for water at snack times in the event a child does not have a Sippy Cup.

Thank you for your anticipated compliance with helping us follow the new requirements to maintain our licensure. Please see me with any questions or concerns.

Firm Foundations Private Learning Center and Pre-School



REGISTRATION 2024-2025

REQUIRED FORMS

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL
431 FRONT STREET, ELMER, NJ 08318

INSERT REGISTRATION FORM

FIRM FOUNDATIONS
STUDENT REGISTRATION QUESTIONNAIRE

Date: _____

Class/Teacher: _____

Grade: _____

Student's Name _____
(Last) (First) (Middle)

Birth Date: _____ Gender: _____

Address: _____
(Street) (State) (Zip)

E-mail Address (s) for messages: _____

Father's Name: _____ DATE OF BIRTH: _____

Mother's Name: _____ DATE OF BIRTH: _____

Brother's _____ Sisters _____ this child is _____ in the family.
(Number) (Number)

Student Resides with: _____
Parent(s), Guardian, Family Member, Other (Explain)

Do you have custody papers? Yes No not needed Marital Status: _____

Please copy any Custody Papers for your child's chart.

To the best of my knowledge, this form has been accurately completed.

Parent/Guardian Signature: _____ Date: _____

Director/Witness Signature: _____ Date: _____

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRE-SCHOOL

School-Health History

Dear Parent,

We would like your child to gain the most from his/her school experience. In order for us to assist in accomplishing this, it is necessary to have a current health history. Please return this completed form to the school.

Doctor's Name/Group: _____

Doctor's/Group Address: _____

Doctor's/Group Phone Number: _____

1. How is health care provided for this student?

- Employment Insurance
Private Insurance
Social Security Insurance
Medicaid
Other

2. With whom does this child live? _____

3. When did your child have a physical examination? _____
(Date) (Physician)

4. Does your child have a health problem? (Check where appropriate)

Asthma _____ Diabetes _____ Vision _____ Sickle Cell Anemia _____ Injury _____
Allergies _____ Anemia _____ Hearing _____ Seizures/Convulsions _____ Heart _____

5. Does your child take medication? _____ Name of Medication(s): _____
(Yes/NO)

6. During pregnancy with this child, did the mother have any medical problems (e.g. high blood pressure or kidney infection, exposure to other infections?) _____

7. Were there any problems during labor and delivery? _____

Comments: _____

How long did the child remain in the hospital after birth? _____

Did the child leave the hospital before his/her mother left? _____

What age did your child: Walk Alone _____ Talk (two words together) _____

Daytime toilet trained? _____

Is bed wetting a problem? _____ if so, explain: _____

8. Has child been hospitalized for any reason since birth? _____

9. Does any close relative in your family have a history of:
(Check and indicate relationship to this child)

Diabetes _____ Cancer _____ High Blood Pressure _____

Birth Defect _____ Anemia _____ Epilepsy _____

Sickle Cell Anemia _____ Heart Disease _____ Learning Problems _____

Mental Retardation _____ Other _____

10. Are there any problems in the home that might affect your child's learning? _____

Comment: _____

11. Is there anything more about this child's health that you think is important for us to know? _____

Explain: _____

12. I give my permission for the Director to share this information with the school staff, on a need-to-know basis.

Yes

No

(Parent/Guardian Signature)

(Date)

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL
Health Questions

1. Does your child have a health concern? What is the diagnosis?
2. Does the child understand his/her condition?
3. Are there physical limitations or restrictions?
4. Is there a need to modify the child's schedule (i.e. Snacks, Procedures)?
5. What medication does the child take?
6. What special procedures are performed? Are they self-administered?
7. Is a modified diet needed at school? What type?
8. Does the child need assistance with toileting?
9. Are there emotional or psychological issues to be considered?
10. Are there any behavioral challenges to be considered?
11. Do any emergency precautions need to be taken?
12. Do you need to share any additional information?

Child's Name: _____

Teacher: _____

Parent Signature: _____

Date: _____

Firm Foundations Private Learning Center and Pre-School
Classroom Student Information Sheet

Child's Name: _____

Address: _____

Phone Number: _____ Birthday: _____

Mother's Name: _____ Cell Phone Number: _____

Father's Name: _____ Cell Phone Number: _____

(DROP OFF/PICK UP and EMERGENCY)

(Parents are always contacted first):

1. Name: _____

Address: _____

E-Mail Address: _____

Phone Number: _____ Relationship: _____

2. Name: _____

Address: _____

E-Mail Address: _____

Phone Number: _____ Relationship: _____

3. Name: _____

Address: _____

E-Mail Address: _____

Phone Number: _____ Relationship: _____

Any concerns that you want the teacher to be aware of:

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL

ALLERGY AND FOOD PREFERENCE INFORMATION

Child's Name: _____

NO KNOWN ALLERGIES

SUBSTANCES ALLERGIC TO: Please check all that apply to your child.

- PEANUTS
- OTHER TREE NUTS _____
- CITRUS FRUITS
- OTHER FRUITS _____
- COW'S MILK
- YOGURT
- OTHER DAIRY _____
- CORN
- OATS
- WHEAT
- OTHER GRAINS
- YEAST
- EGG YOLKS
- EGG WHITES
- SOY
- FISH
- SHELL FISH
- DUST
- MOLD SPORES
- CATS
- DOGS
- OTHER ANIMALS _____
- POLLEN
- BEE STINGS
- PENICILLIN
- LATEX
- OTHER _____

Child's Name: _____

Parent/Guardian Signature: _____ Date: _____

FIRM FOUNDATIONS

About Your Child...

Please fill in this questionnaire so we may better understand your child.

Child's Name _____ Date _____

Nickname _____

1. What time does your child go to bed at night? _____

2. What time does your child wake up in the morning? _____

3. Please list your child's most liked foods for:

Breakfast _____

Lunch _____

Snack _____

4. List the foods your child likes least or just will not eat _____

5. Does your child usually take naps? How long? Times of naps? _____

6. Does your child have any fears such as dogs, sirens, storms, etc? _____

7. Type of pets at home? _____

8. Has child stayed with any other adults besides parents? _____

9. What are your child's favorite... playthings? Pets? Books? _____

10. What activities does your child spend most of his waking hours doing at home? _____

11. Does your child have any particular habits or mannerisms such as thumb sucking or nail biting? If so please describe _____

12. What are your accustomed methods of reassuring and rewarding your child? _____

13. What are your accustomed methods of responding to your child's negative behavior? _____

14. Do you have any outstanding concerns? _____

15. Please add any comments that may help us to understand your child. (Ex. Calming techniques etc.) _____

**FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL
EMERGENCY TRANSPORTATION AND TREATMENT AUTHORIZATION**

PERMISSION TO TRANSPORT AND SECURE TREATMENT:

IN THE EVENT THAT I CANNOT BE REACHED TO MAKE ARRANGEMENTS FOR EMERGENCY MEDICAL CARE FOR MY CHILD, I GRANT MY PERMISSION FOR:

FIRM FOUNDATIONS PRIVATE LEARNING CENTER AND PRESCHOOL

TO TAKE MY CHILD:

TO THE NEAREST HOSPITAL OR MEDICAL FACILITY FOR TREATMENT FOR ANY ACCIDENT OR ILLNESS THAT THE PROVIDER FEELS NEEDS IMMEDIATE MEDICAL ATTENTION. I ACCEPT LIABILITY FOR ALL EXPENSES INCURRED.

SIGNATURE:

(SIGNATURE OF PARENT(S) GUARDIAN(S) AND DATE)

INSURANCE INFORMATION

*****Please provide a photo copy of your insurance card (both sides).**

We can do this for you. Thanks!

CARRIER: _____

POLICY #: _____

GROUP# _____

Firm Foundations Private Learning Center and Preschool DISCIPLINE/GUIDANCE POLICY

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, biting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will NOT use:

- Threats or bribes.
- Physical punishment, even if requested by a parent.
- Deprive your child of food or other basic needs.
- Humiliation or isolation.

In response to misbehavior, we will:

- Respect your child.
- Establish clear rules.
- Be consistent in enforcing rules.
- Use positive language to explain desired behavior.
- Speak calmly while bending down to child's eye level.
- Give clear choices.
- Redirect child to a new activity.
- Offer a quiet area that the child may use to calm down and self regulate.

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the challenge with you privately. Parental involvement is essential to making a behavior plan successful at school and home. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other childcare/school arrangements. ****Parents can't eliminate any of the above from this Policy****

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, please offer any suggestions that work for your child concerning his/her behavior.

Child's Name: _____

DOB: _____

Additional techniques to be used with my child:

Parent/Guardian Signature _____ Date: _____

Firm Foundations Private Learning Center and Preschool

POLICIES AND PROCEDURES RECEIVED

- INFORMATION TO PARENTS DOCUMENT
- POLICY ON THE RELEASE OF CHILDREN
- POSITIVE GUIDANCE AND DISCIPLINE POLICY
- POLICY ON METHODS OF PARENTAL NOTIFICATION
- POLICY ON SICKNESS AND COMMUNICABLE DISEASE MANAGEMENT
- EXPULSION POLICY AND PROCEDURE
- EMERGENCY RELEASE FORM
- POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA
- FIRM FOUNDATIONS POLICIES
- CHILD NUTRITION AND PHYSICAL ACTIVITY POLICY

**** I have received, read and understand the Parent Handbook that includes information and policies of Firm Foundations Private Preschool.**

CHILD'S NAME: _____

PARENT(S) SIGNATURE: _____

DATE: _____

FIRM FOUNDATIONS PAYMENT POLICY

I hereby agree to and understand the following PAYMENT policies:

- Non-refundable registration fee of \$150.00 for each child and \$100.00 re-registration each year after.
- MONTHLY TUITION:
 - Monthly Tuition is strongly encouraged and is due as follows:
 - Tuition may be paid by cash, ACH or credit card through Tuition Express account only.
 - There will be a \$50.00 charge for returned checks/returned payments.
 - A late fee of \$50.00 per child will be charged if tuition is not paid by the first of each month.
 - If your monthly tuition balance falls after the 1st of the month, a late fee will be automatically charged.
 - A late Pick-up fee charge of \$2.00 per minute per child will be charged after 6:00 PM.
- Tuition will remain the same regardless of absences. (These are your scheduled/contracted days.) This includes times a child may be absent due to illness. This also includes a closing due to a "State of Emergency." This also includes Holidays (we make every effort to offer another day) Tuition each month will remain the same according to your contracted days regardless of how many days are in the month. All Holidays are built into your weekly and monthly rates. We do not pro-rate.
- Tuition is to be paid for the SCHOOL YEAR (September 2, 2024 to June 20, 2025 and/or the SUMMER PROGRAM (June 23, 2024 to August 31, 2025).
- Children are expected to attend class for the school year September through the end of June (as indicated). Four weeks' notice in writing is required for any child withdrawing from Firm Foundations. Tuition monies are due for the 4 weeks even if child is not in attendance. This DOES NOT apply for JUNE to negate paying for the entire month. There will be no pro-rates for June. (Yearly tuition needs to be paid in full).
- Vacation: NO credit will be given for VACATION time. Regular tuition rates apply.
- Any absences of 4 or more weeks will result in re-registering. (This may put you at the bottom of any waiting list.)
- **FLEX SCHEDULE**-Children that have a different schedule each week. Firm Foundations holds a (5 Day Full time slot) not permitting additional enrollment for the school. There will be a \$25.00 charge per week for this convenience.
- If a change in a schedule is needed, a new schedule form needs to be filled out and handed in for approval with a two week notice and is subject to availability.

Parent's Signature(s): _____ 2024-2025 School Year

FIRM FOUNDATIONS PAYMENT POLICY-(continued)

- ✓ Monthly Tuition payments are encouraged. Monthly payments are due by the 1st of each month. Weekly by the Friday Prior to the week. Calculate weekly payments by dividing the appropriate monthly fee by 4.33!
- ✓ WEEKLY or MONTHLY Tuition to be paid at your contracted rate September 3, 2024 through June 20, 2025
- ✓ Summer Program June 23, 2025 through August 29, 2025. Minimum of 5 weeks!
- ✓ Tuition is calculated monthly for the convenience of our families. Tuition for the school year and/or summer needs to be paid in full based on your contracted days on registration form. The school relies on Tuition monies for the business operation.
- ✓ NO more than 1 discount will be given, and discounts can't be combined***

***By signing above, you agree to the below contracted days for payment obligations.

INFANTS/TOTS ONES TWO'S PK-3 PK-4 UPK

PLEASE CHOOSE YOUR CONTRACTED DAYS:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

NO more than 1 discount will be given, and discounts can't be combined

By signing below, you agree to your contracted days for payment obligations

Child's Name: _____ Date: _____

Parent's Signature(s): _____ 2024-2025 School Year

Firm Foundations Private Learning Center and Pre-School

431 Front Street
Elmer, NJ 08318

Photographs of Pupils

Dear Parent/Guardian:

There may be times throughout the school year when student pictures may be taken for commercial purposes, local newspaper articles, or school use. By school policy, no student picture will be disseminated in any way unless permission is granted by parents/guardians.

To obtain this permission, we ask that you kindly complete and return the photo release form below.

Sincerely,
Camille Banks
Director

Student Photograph Release Form

I give permission for my child to be photographed for:

- Facebook school page (no names would be posted...post special events with pictures)
- School use (i.e. projects, bulletin boards)

Student Name _____

Teacher _____

Signature of Parent/Guardian _____ Date _____

INFORMATION TO PARENTS

DEAR PARENT(S)/GUARDIAN(S):

Please read the attached information sheet from the Department of Children and Families-Office of Licensing. The State of New Jersey requires all licensed childcare facilities to provide the "Information to Parents" information form.

The statement highlights, among other things: your right to visit and observe our center any time without having to secure prior permission; the center's obligation to be licensed and 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: 856-521-0098 Thank You-Director

****I have received and read the "Information to Parents-Department of Children and Families-Office of Licensing" information form from Firm Foundations Private Learning Center and Preschool. ****

DATE: _____

Child's Name: _____

Parent(s)/Guardian(s) Signature(s):

Director's Signature: _____

Firm Foundations Private Learning Center and Preschool
431 Front Street, Elmer, NJ 08318

I, _____ give my permission for a staff member of Firm
Foundations Private Learning Center and Preschool to take my child,
_____, on a walk on school grounds for the school year
2024-2025 (GO OUTSIDE).

Parent Name (Please Print)

Date

Parent Signature





Firm Foundations Private Learning Center and Preschool

Diaper Cream Permission Form

Date: _____

Name of Child: _____

As a parent/guardian of the child named above, I give permission for Firm Foundations staff to apply diaper rash cream to my child as instructed below. I will supply the diaper cream for my child.

I have checked and indicated below my choices regarding the diaper cream:

- I ALLOW Firm Foundations to apply _____ to the above-named child.
- Instructions: Please apply _____.
- I choose NOT to allow Firm Foundations to apply diaper cream to the above-named child.

Parent's Name: _____

Parent's Signature: _____

Date: _____

Firm Foundations Private Learning Center and Preschool



Sunscreen Permission Form



Warmer weather is coming, and we need to protect our little ones' skin! Please bring in a bottle of sunscreen and we would be happy to apply it before we go outside. Please make sure that the sunscreen has not expired and that the bottle is labeled with your child's first and last name. In order to protect our little ones, we ask that you please apply sunscreen to your child each morning before they come to school. We will reapply sunscreen before lunch playground time and before afternoon playground time. Please complete the form below and return with the bottle of sunscreen. Thanks!

Date: _____

Child's Name: _____

Parent/Guardian Name: _____

- I **DO NOT** give permission to the Firm Foundations staff to apply sunscreen to my child before going outside. I understand the risks to sun exposure.
- I give permission to the Firm Foundations staff to apply sunscreen to my child before going outside. I will provide my child's teacher with sunscreen at school for the Spring and Summer.

Sunscreen Brand and SPF: _____

Special Instructions: _____

Parent/Guardian Signature: _____

Date: _____

