



School Year
2023-2024

PARENT'S HANDBOOK

Little Learners Rockaway
25 Green Pond Rd, Suite 2
Rockaway, NJ 07866
973.983.0600

Little Learners Budd Lake:
30 Old Budd Lake Rd
Budd Lake, NJ 07828
(973) 691-9430

Little Learners Kenvil
659 Route 46 West
Kenvil, NJ 07847
(973) 598-1515

*** FAST FACTS ***

- **Hours of Operation: Monday - Friday 6:45am to 6:00pm**
- **Classes begin at 9:00am**
- **Always sign in & sign out! NJ State Requirement!!**
- **Please keep pick-up and drop-off as brief as possible.**
- **Website:**<https://littlelearnersnj.com/>
- **Procare is a ONE WAY communication tool, parent to school only. For all emergencies please call the center always!**
- **Tuition due by 5th of month!**
- **A late fee of \$25 per week amount will be assessed on all late payments! *Your child will be SUSPENDED if Tuition not paid by the 10th of each month till Tuition is paid.***
- **Return check fee is \$35 per check returned!**
- **Infant lunches based on individual schedules**
- **Lunches start at 11:30 AM**
- **Last Day of School is June 21st, 2024**
- **Summer Camp starts June 24th, 2024**
- **CPR + First Aid certified staff always present**
- **Department of Children & Families Website:**
www.state.nj.us/dcf/divisions/licensing/index.html
- **Acknowledgement of Rules, Regulations, Disciplinary Policy and Tuition Agreement should be **SIGNED & RETURNED TO DIRECTOR by Friday, Sept. 6th.** Failure to do so will result in suspension of your child.**
- **Consumer Products Safety Commission (CPSC)**
www.CPSC.GOV/RECALLS

At *Little Learners*, our philosophy is that every child is an individual and has individual needs. We place great emphasis upon meeting these needs. We take great pride in laying the foundation upon which your child's future education will be built.

The beginning of the school year is spent getting to know each child and introducing the children to their peers. Every child will be given a 2 week adjustment period. If your child is having severe difficulties adjusting, parents will be notified.

At first, the children will have limits set by the adults in the classroom so that they can acquire knowledge of the physical world of the school environment. As the children develop an awareness of the environment, he/she will set their own limits. We want the child to feel comfortable and secure in the classroom.

Our program consists of several different aspects. We are structured and at the same time, an open atmosphere prevails. We will also have group discussion designated to story time, finger plays, songs, rhythm activities, dramatic plays and large muscle activities that develop sensory awareness. Activities such as cooking, water play, sand play, guided free play, and language development are also part of our program. When the weather permits, we will play outdoors. If there is an activity in which your child chooses not to actively participate, he/she will be given an alternate activity. We want to develop a happy and secure atmosphere for the children so as to not "force" them to do something they feel uncomfortable doing. Should your child continue to not participate, re-evaluation of maturity and appropriateness of the program will be discussed.

We want each child to grow and develop positive attributes in social, emotional, and intellectual aspects. We will give each child opportunities to be independent, to share responsibility, to discover for themselves their special talents and abilities. In addition to becoming aware of their own needs, children will develop an awareness of other's needs, feelings, and ideas. We will give them opportunities to give and share attention as well as receive it.

OUR MAIN OBJECTIVE IS FOR ALL CHILDREN TO DEVELOP A POSITIVE SELF-IMAGE, WORK TO THEIR HIGHEST POTENTIAL, AND TO ENJOY WHO THEY ARE WHILE LEARNING IN A FRIENDLY ENVIRONMENT.

POLICY ON THE RELEASE OF CHILDREN

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 center and to assume responsibility for the child if the parent(s) cannot be reached.

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center 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. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1.877.652.2873) 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 and/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 leased to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s);
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1.800.792.8610) to seek assistance in caring for the child.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instructions from the child's parent(s).

The children will participate in learning experiences that are important to their growth and development. We will explore areas that are important to early childhood education: science, geography, physical education, health, safety, music, social sensitivity, language arts, reading readiness, mathematics, and social studies.

A major emphasis in our curriculum will be community. The children will participate in field trips to different places of interest within the community. We invite community workers to come in and tell the children about their occupations. We believe that children learn through firsthand experiences.

In order for you to be aware of your child's progress, you will be sent bi-yearly progress reports for the pre-school levels. These are completed by your child's teacher and are to be signed and returned to the school so that it can be placed in your child's file.

The school will schedule parent/teacher conferences during January testing. Should you feel the need for a conference *at any time*, or would like to visit the school, please feel free to do so; but conferences must be scheduled with the teachers in advance so that they may plan their time during class.

We feel that parent involvement is an integral part of our program. We want you to feel free to come in and observe the classes in session. We also would like to see you participate in class parties and field trips. This is an ideal opportunity to see your child interacting with his/her classmates. Parental interest is fundamental to your child's education.

All teachers are experienced early childhood educators. All participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

The school is open to all children, regardless of race, nationality, or creed, who may benefit from our type of programs.

All that we expect of the child is that he/she attends school and be themselves. All we expect of the parents is that you read the operating procedures in this handbook and supplemental notes and bulletins that we may send you from time to time, and that you feel free to be a part of the school by offering suggestions, comments, as well as constructive criticism.

We would like to thank you for choosing our school, and hope you and your child will enjoy your experience at Little Learners together!!!

A Typical Day:

We offer a variety of activities for the children, including outdoor play and field trips. Each activity lasts approximately 20-30mins.

CIRCLE TIME – This is where the teacher and children discuss topics such as weather, seasons, calendar, etc.

ARTS & CRAFTS – Children working with play-doh, finger painting, feet painting, water colors, coloring, making holiday-oriented projects, etc. Activities are geared to developing fine motor skills.

SNACK – Snacks are nutritious. We serve a variety of healthy snacks. Manners are encouraged. Cooking activities are done.

READING READINESS – Children will learn through the Preschool Palace curriculum. This curriculum has activities designed to be interactive and make learning fun.

OUTDOOR PLAY – The playground features a series of interconnected learning and fun components on a multi-level continuous structure.

MATH READINESS – Stressing numeral identification, using balance scales, one-to-one correspondence, sets of objects, number collages, etc. Children are grouped according to levels of ability within each class.

FREE PLAY TIME – A time during which children may play with puzzles, blocks, trucks and planes, housekeeping (kitchen set), dolls, etc.

GROUP TIME – Consists of activities planned by the teacher which may include science experiments, nature study walks, puppetry, movies, etc.

STORY TIME – A time during which we try to improve listening skills and comprehension by reading to the children and then evaluating what was read by asking questions pertaining to the story.

PHYS. ED & MUSIC – Children participate in exercises and game to help with muscle development and coordination. They also listen to and learn various songs & musical activities.

Often the activities listed above will change due to holidays, parties, field trips, and special events that the school may plan. You will always receive notice of all field trips and special events prior to the event.

TUITION RATES / SCHEDULES

Tuition Rates for the fall 2023-2024 year are valid from September 2023 till August 2024. It is our promise here at Little Learners that we will attempt not to raise rates during the year, unless unforeseen circumstances cause us to raise them. We will provide ample time in the event this were to occur. (i.e.-COVID has cause supplies to increase almost 50-100% over the normal cost and we are unable to continuously absorb these costs).

Our tuition rates are paid monthly. If you are on our 10 month tuition schedule you will have 10 equal payments for the 42 weeks of the “school year”. If you are on our yearly schedule you will have 12 equal payments for the 52 weeks of the year.

Important Notes: *Registration Fee's are non-refundable!

1. If your check is returned to us with insufficient funds then you will be charged a **\$35 returned check fee charge**. Also, you must pay off your balance before the end of the week to avoid late fees. ***If your check is returned to us 2 times in a year you must pay remaining weeks either with a Cashier's check or cash no exceptions.***

2. Tuition is due by the 5th of each month, no exceptions! A **\$25 late fee** will be charged on all unpaid balances per week, no exceptions! If Tuition is not paid by the 10th, then your child will be suspended.

3. A change of schedule must be in writing and turned into the office. Verbal changes and informing a staff member will not be accepted. **We must have in writing signed by one of the parents that they are requesting a schedule change.** Schedule change will be reviewed case by case.

4. At Little Learners we never want a family to leave us, unless there are reasons outside of our control. We will always do our very best to ensure every family's happiness. In the event a family must leave our center, a 3 week written notice is required. Payment for the full month is still required

to be paid. If you have a deposit with us and a notice is not received, you will forfeit that deposit.

Hours of Operation: The school operates from 6:45am to 6:00pm.

PLEASE BE PROMPT

Absence Policy:

No credit is given for absences. You are required to pay for your child's monthly tuition as long as your child is enrolled in this school.

No Make Days Are Allowed. However, for medical emergencies and/or long-term hospitalization with a doctors/physicians letter we will consider make up days on a case-to-case basis. Please contact center's Director.

Vacation & Holiday Schedule:

We must have advance notification of any vacation times. Payment is the same as referred to in our "Absence Policy". **You are responsible for paying your tuition before going on vacation.**

Snow Days:

If you are in doubt as to whether or not school will be open due to snow or ice conditions, please check our Facebook Page, LLRockaway@gmail.com). Please also check your email. We DO NOT follow the same schedule as the township schools; please do not assume that we are open or closed. If your child is a full-day student, be sure to check first to see how late we are open on that day so that you may make alternate arrangements if necessary.

Dropping Off Your Child:

All children need to be brought into the building and walked to their classroom or left in the care of the appropriate staff members. At no time should a child be left in the parking lot or outside the building.

Authorization to Pick Up Children:

Under NO circumstances will a child be released to someone not known to the school. If someone other than parent(s) is to pick up a child, we must have written or verbal authorization, in advance, before we will

release the child. We will also need to see I.D. Please see the State Policy on the Release of Children found towards the back of this handbook.

Attendance:

We believe that pupil attendance is absolutely essential if students are to fulfill the goals and objectives set forth for their educational programs. We further believe that it is the responsibility of parents to see that children attend school on regular basis.

Excused absences are: personal illness, death in the family, and religious holidays. All other absences must be discussed with the Directors. It is the parent(s) responsibility to notify the school before 9:00am that their child will be absent for the day. Any absence longer than three (3) consecutive days will require a doctor's note upon return to school. **We must have a minimum 4 weeks advance notification in writing prior to termination of enrollment from school. If we don't have this in writing, you will be responsible for a minimum of 2 weeks of tuition based on your schedule at the school.**

Lateness/Overtime Charges:

There will be a charge of *\$25.00 per 15 minutes* for children who are not picked up at their regularly scheduled times. Please make every effort to pick up your child or make arrangements, as it is distressing for your child and inconsiderate towards our staff members. Many of our staff members have commitments after 6:30pm such as classes, families, etc. Should you have a delay, please notify us immediately so that we may know your plans and reassure your child. The school closes at 6:30pm and continued lateness will be grounds for dismissal. If a child is not picked up by 6:30pm and we have not heard from the parents, the guidelines set forth by the State requires us to contact the Department of Human Services. Please see the State Policy on the Release of Children in this handbook.

Termination of Enrollment:

Enrollment will be considered terminated if –

- *The center receives a 4 weeks advance written notice of withdrawal, effective the last day of the month;*
- *The parents fail to comply with this Agreement, the Parent Handbook, or any other rules of the Center;*
- *Payment is delinquent beyond two (2) weeks.*

The center and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

Medication:

Our staff may administer medication during school hours with a signed permission from parents. Medication must be in its original container, which is clearly marked as to the name of the medicine and dosages to be followed. It must be handed to a staff member along with the permission form stating when the last dosage was given (time), and how long it is to continue. **DO NOT SEND IN ANY TYPE OF MEDICINE IN LUNCH BOXES OR SCHOOL BAGS!!** (Cough drops or aspirin (Tylenol) is considered medicine!) No medication will be administered to children unless these procedures are followed. **Over the counter medication for infants and toddlers must be accompanied by a physician's note with correct dosage. – No Exceptions!!!**

Allergies:

We are not a peanut free school. However, we will do everything possible to accommodate you and your child's specific needs. Please clearly type and let us know about your child's specific allergies. If your child has any allergies whether severe or not please complete and sign the Allergy Action Plan sheet given on first day of school.

Dress Code:

We expect a child's appearance to reflect pride in them. This means a clean, neat appearance with hair combed. We request that your child dress tastefully – befitting a private school environment. No short-shorts, short skirts (mini-skirts), bare midriffs, tank tops, etc. Sandals or patent leather shoes are not suitable for the playground equipment. Sneakers must be worn or child will remain "ground level".

Note: You may leave a pair of sneakers at school for your child.

Nutrition:

We serve a mid-morning (9:30am) and mid-afternoon (2:30pm) snack. If your child/ren are here a full day past the last snack provided, PLEASE send extra snacks or food, so if the child/ren are hungry we are able to provide them with something.

Birthdays:

We celebrate birthdays during snack times. The parents may send cupcakes, cake, etc. and the teacher will try to make this a special time for your child.

Advertising & Publicity:

From time to time, children may be photographed during class activities, special events, holidays, or parties. These photos may be used for advertising or publicity. We may also use parents' quotes for the same reason. If you choose not to have your child photographed, please notify us, in writing, and we will honor your wishes.

Parent Concerns:

If a problem exists, the Center wants it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents are asked to refrain from discussing their concerns with other parents, instead following the procedures listed below-

- Parents with concerns should first discuss them with the classroom teacher. Other staff members are instructed to avoid discussing any concern with a parent that has not been addressed by the classroom teacher or directed to the office.
- If the classroom teacher cannot resolve the concern independently and to the satisfaction of the parent, within 24 hours the teacher should bring the matter to the Director.
- If a parent brings the concern to the Director without first consulting the classroom teacher, the Director will ask the parent to confer first with the teacher.
- If the classroom teacher and the Director are unable to arrive at a solution, the teacher should ask the parent to schedule a conference with the Director.
- If the Director is unable to arrive at a solution satisfactory to the parent, within 24 hours the Director should bring the matter to the attention of the owners. For convenience and expediency, the Director may ask the parent or the teacher involved to present the matter to the owners directly.
- If a parent brings a concern to an owner, the owner will ask the parent to confer first with the classroom teacher, and then, arrange a conference with the Director.

Sign In / Sign Out:

As a licensing requirement, the State of New Jersey requires that we maintain "records" where you can indicate your child's arrival and departure times for every day they attend.

Please do not allow your child to sign in/sign out, adults only.

What Children Learn at Home:

Our curriculum works best when teachers and parents work together. Each of us has something valuable to contribute.

We are trained in child development and early childhood education. We see how your child acts with other children and adults. We can assess what your child is learning and how he or she compares to other children. But only you have in-depth knowledge of your child. You know your child's interests, fears, joys, patterns, and past. You are most familiar with the world your child is trying to understand. You know about the relationships between members of your family, and you have shared many of your child's experiences, from family events to trips to the doctor's office or the zoo.

This in-depth knowledge makes you central to your child's learning process and a very valuable resource for us as teachers. If you share with us what is happening at home; arrival of a new baby, the death of a pet, nightmares, temper tantrums, trips, separation or divorce-we can understand your child better. We can deal with both positive and difficult events through reassuring stories, soothing art activities, imaginative dramatic play, and extra love and attention.

We also see you as your child's first and most important teacher. Your home is your child's first and continual learning environment. You decide your family's daily routines-when you get up, eat, play, do chores, visit friends, and go to bed. The way you talk with your children makes a tremendous difference in how they think, how they feel about themselves, and the kind of people they will become.

If we can work together-we can do some of the same things at school and at home-your child will be much better off. The more consistent we adults are, the more secure your child is likely to feel. And when children feel secure, they are more likely to explore, to experiment, and most importantly to learn.

A lot of parents have asked us what they can do to help their children succeed in school. Our reply is you don't need to buy a lot of special toys or equipment to turn your child into a creative thinker. The best thing you can do is to be a good listener and to talk with your child as you go about your normal, everyday household chores. Sometimes, after a long day at work, this may seem difficult. But you'll find that this kind of attention has a wonderful effect on children and makes your job as a parent more fun and interesting-and sometimes easier.

Parents as Partners*

Parents and teachers may look at young children's learning from different perspectives, but they share a common goal: making sure children receive the best possible education. Mutual respect and communication between programs and families takes advantage of both perspectives to provide children with the kind of care and education that will help them thrive.

Today's family members and caregivers have many responsibilities and time constraints. It takes extra effort on both sides to build strong partnerships.

Tips for Parents –

- Listen carefully to what your child's teacher / caregiver has to say. Remember that they spend a significant amount of time with children and can share expertise about their development.
- Don't jump to conclusions. If you have questions or concerns about your child or the early childhood program, speak directly to your child's teacher / caregiver, don't panic or merely commiserate with other parents when questions arise.
- Remember that many teachers or caregivers have families of their own, and may share similar responsibilities and time constraints. Be as respectful of their time as you wish them to be of yours.

Early childhood programs today are working hard to become more "family-friendly," providing newsletters to parents that focus on early childhood issues, scheduling parent/teacher conferences to review developmental progress, and sponsoring parent education workshops.

Programs may demonstrate strengths in different ways, but working together with parents remains crucial. When teachers make the extra effort to include parents in program activities, and parents take time to attend and participate, children benefit from the best possible learning experience.

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Policy on the Use of Technology and Social Media

Parents are recommended not to send in any sort of electronic device that would cause a distraction to their child. If you must send something, it must be kept within their belongings. We will enforce our policy on a NO TECHNOLOGY use in our classrooms by children (unless

the teacher is using something within the classroom to teach or the Smartboard). We also will enforce that Parents do not take pictures of other children while on our premise or field trips, to post on any social media sites that may compromise their privacy.

****INFORMATION TO PARENTS****

The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;
2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
3. Post its license in a prominent location within the center;
4. Retain a current copy of the manual and make it available for parents' review;
5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use;
8. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children;
9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;
10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;
11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;

13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;

14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;

15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;

16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Division;

17. Inform parents of the center's policy on the release of children;

18. Inform parents of the center's policy on administering medication and health care procedures;

19. Provide parents with a copy of the center's policy on management of communicable diseases;

20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment; and

21. Inform parents that the center is required to comply with the 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. §§12101 et seq.), and indicate that anyone who believes the 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 at (800) 514-0301 or (800) 514-0383 (TTY).

22. The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

A) The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.

B) The center shall maintain on file a copy of the Information to Parents document.

Child Abuse and Neglect

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the Center. At no point should a child be left alone or without supervision.

It is the Center's goal to employ childcare professionals who are committed to the highest standard of ethical behavior. To ensure the health and safety of young children in a care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced.

Children at the Center should expect to be treated with kindness, concern, and respect at all times. Any employee who exhibits unprofessional behavior that could be construed as abusive may be dismissed from work without any accrued benefits or assistance in legal representation. Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal. Staff is advised that corporal punishment or physical or verbal discipline is considered abuse.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Director and to appropriate authorities, as required by law. Allegations of abuse shall be reported to caregivers and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on administrative leave, either with or without pay, at the discretion of the Director.

ILLNESS: (Management of Communicable Diseases)

Our policy on illness is a strict one – SICK CHILDREN ARE NOT PERMITTED TO ATTEND SCHOOL!

If a child exhibits any of the following symptoms, he/she would not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

- | | |
|------------------------------------|---|
| - Severe pain or discomfort | - Acute diarrhea |
| - Episodes of acute vomiting | - Elevated oral temperature of 101.5F |
| - Sore throat or severe coughing | - Red eyes with discharge |
| - Yellow eyes or jaundice skin | - Difficult or rapid breathing |
| - Stiff Neck | - Skin lesions that are weeping or bleeding |
| - Swollen joints | - Infected, untreated skin patches |
| - Rashes lasting longer than 24hrs | - Blood in urine |
| - Visibly enlarged lymph nodes | |

If any of these symptoms are found in a child while at school, the parents will be notified to pick up the child. If you are unable to pick up your child, it is your responsibility to make alternate arrangements for pick up. Sick children MAY NOT remain in school!

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

NOTE:

New Jersey State Law now requires:

- 1. That any child attending pre-school and is under the age of 5 must have an updated yearly Influenza Vaccine and bring in proper documentation to the school for record keeping stating the shot was administered by a physician or clinic.**
- 2. Parents must also have a new Universal Child Health Record Form completed by their doctor every year that your child is enrolled at our school.**

Excludable Communicable Diseases

A child who contracts any of the following diseases **may not** return to the center without a physician's note stating that the child presents no risk to himself/herself or others:

- | | |
|--|----------------------------------|
| <i>Chicken Pox**</i> | <i>Giardia Lamblia*</i> |
| <i>German Measels</i> | <i>Hepatitis A*</i> |
| <i>Hemophilus Influenzae*</i> | <i>Salmonella</i> |
| <i>Measels*</i> | <i>Shigella*</i> |
| <i>Meningococcus*</i> | <i>Acute diarrhea</i> |
| <i>Mumps*</i> | <i>Impetigo</i> |
| <i>Strep Throat</i> | <i>Lice</i> |
| <i>Tuberculosis*</i> | <i>Scabies</i> |
| <i>Whooping Cough*</i> | <i>Acute vomiting</i> |
| <i>Elevated temperate of 101.5 degrees (f)</i> | <i>Red eyes with discharge</i> |
| <i>Infected, untreated skin patches</i> | <i>Skin rashes with fevers</i> |
| <i>Skin lesions that are weeping or bleeding</i> | <i>Mouth sores with drooling</i> |

Please remember to report any contagious illness to the school. Notices will be sent to parents advising you of any outbreaks of illness.

If a child is absent for three (3) or more days or has a contagious illness; **a doctor's note is required to return to school!**

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

***If you child has chicken pox, a doctor's note is required for readmitting the child to the center. 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.*

We do everything in our power to reduce the risks of infections and illnesses. Our staff is required to wipe down all tables and benches with a solution of soapy water and bleach after each use. In addition, our building (classrooms, bathrooms, and kitchen) is professionally cleaned and sanitized on a **daily basis**.

CENTER POLICY IS THAT ANY CHILD WITH ANY OF THE ABOVE SYMPTOMS MUST BE SYMPTOM & FEVER FREE FOR 24 HOURS AND/OR A DOCTORS NOTE CLEARING YOUR CHILD TO RETURN TO SCHOOL! NO EXCEPTIONS!

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

Expulsion Policy:

Unfortunately, there are sometimes reasons we have to expel a child from our program. We want to advise you that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may terminate or suspend a child from this center.

Parental Actions for Child's Expulsion

- _ Failure to pay and/or habitual lateness in payments
- _ Failure to complete required forms including child's immunization records
- _ Habitual tardiness when picking up your child
- _ Habitual lateness when dropping off your child
- _ Physical, Sexual, or verbal abuse towards our staff or other children in the building [TERMINATION OF SERVICES IS IMMEDIATE]
- _ Other (explain)

Child's Actions for Expulsion

- _ Uncontrollable tantrums/angry outburst
- _ On going physical or verbal abuse towards staff and/or other children
- _ Excessive biting
- _ Other (explanation will be provided by school)

Proactive Actions that will be taken in order to prevent expulsion

- _ Staff will try to redirect child from negative behavior
- _ Staff will reassess classroom level, appropriateness of activities, supervision
- _ Staff will always use positive methods and language while disciplining child
- _ Staff will praise appropriate behaviors
- _ Staff will constantly apply consequences for rules

- _ Child will be given verbal warnings (two warnings)
- _ A brief time-out will be given so child can regain control (1min.per age)
- _ Child may lose certain privileges (explain)
- _ Child's disruptive behavior will be documented and kept confidential
- _ Parent/guardian will be notified verbally
- _ Parent/guardian will be given written copies of disruptive behavior that might lead to an expulsion
- _ The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior
- _ The parent will be given suggestions to help improve child's behavior
- _ Recommendation of evaluation by professionals
- _ Recommendation of evaluation by local school district child study team

Schedule of Expulsion:

If after the remedial actions above 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
- _ The parent/guardian will be informed about the expected behavior 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 an adequate amount of time to seek alternate childcare (depending on risk to other children or staff members, or no time is needed to be given).
- _ Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled

If a child's parent(s):

- _ Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
- _ Reported abuse or neglect occurring at the center (1-866-NJ ABUSE)
- _ Questioned the center regarding policies and procedures.

NOTE: Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, NJ 08625-0717.

**ACKNOWLEDGEMENT OF RULES, REGULATIONS,
AND TUITION AGREEMENT**

Tuition Payments:

Tuition for the school year must be paid monthly or yearly only.

Late payment will be subject to a weekly surcharge of \$25.00 per week late. If payment is not paid by the 10th, that will be grounds for suspension until the balance is paid in full. You may be subject to a deposit of half your tuition if you continuously behind on payments. If necessary, unpaid balances will be referred to a collection agency and/or small claims court for further action. Any and all costs of collection will be the parent's expense. You agree to be liable for all collection costs plus necessary legal fees incurred in the collection of your account.

.....

By my signature, I/we acknowledge that I/we have read this handbook and am willing to comply with the rules, regulations, and policies of the school. I also acknowledge that I/we have been informed with regard to specific policies on:

1. Information to Parents
2. Policy on the Release of Children
3. Policy on Management of Communicable Diseases
4. Expulsion policy and Discipline policy
5. Policy on the Use of Technology & Social Media

Parent 1-Print Name

Parent 1-Signature

Parent 2-Print Name

Parent 2-Signature

Child 1 Name

Child 2 Name (if applicable)

Child 3 Name (if applicable)

Date Received