



FAMILY HANDBOOK

Dear Families,

We are honored that you have chosen to entrust your child(ren) into our care and are privileged to take part in their development during this crucial time. Our Handbook is your reference guide to the policies and procedures of the Pennington Children's Academy. Whenever modifications to the Handbook are made, you will be notified in a timely manner.

Pennington Children's Academy is a childcare facility that serves the daycare needs of children 6 weeks to 6 years old. The school is open from 7:30 AM to 6:00 PM. Children are accepted on a first come, first serve basis without regard to race, religion, nationality or handicap. The school has an open door policy for parents with enrolled children, who can visit the center without any prior notice.

Philosophy

We believe that a child will grow up to become their ideal self through experience and interactions with the environment that enables each child to maximize his or her full potential. We offer a stimulating learning experience through traditional education and Montessori principles, while maintaining a balance between work and play. We aim to provide such an environment in our everyday interactions and innovative education programs.

Our program strives to:

- * Awaken enduring respect and grace in the child
- * Kindle innovation stewardship of the world in the child
- * Encourage renaissance thinking in the child
- * Nurture gratitude in the child
- * Enable life-long immersion in learning
- * Promote the sound development of the whole child: mind, body, and spirit
- * Recognize that a way of accomplishing growth is to respect each stage of child's development
- * Carefully prepare programs & environments to assist and support the child's educational journey

Arrival & Departure Policies *(per state guidelines)*

When you arrive at the center, you must accompany your child into the center and sign them into the log in sheets. Please ensure that they are under the supervision of a staff member before you exit the facility. Please sign out your child at the end of the day when picking up (the sign in/out sheets are reviewed by the state licensing personnel and aid in determine staffing requirements). If someone other than one of the parents will pick up your child, a parent must notify us in advance and the person picking up your child must be prepared to present a valid photo ID before entering the center.

POLICY ON THE RELEASE OF CHILDREN

(I O: 122-6. I O:122-6.5 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 in an emergency 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 the 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); and
- 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 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (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 released 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); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24- hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

Parking

Parent parking is located in the parking lot, in front of the building. An adult must accompany all children into the building while holding a hand in the parking lot.

Inclement Weather

Pennington Children's Academy will follow the Hopewell Valley Regional School District (www2.hvrsd.org) delay, closing, and early dismissal schedule for inclement weather. Please call the school ((609) 737-1333) or visit our website (www.penningtonacademy.com) before you leave home to make sure the school is open when bad weather prevents easy access to the school. If the school does have to close early due to bad weather, all parents will be called and notified by email. For everyone's safety, we ask that you come as soon as possible when bad weather makes driving hazardous

Tuition and Fees

Deposit

A security deposit equivalent to two weeks of tuition is required at the time of enrollment. This security deposit may be applied to the last two weeks of enrollment, provided that all payments are current and thirty days' notice is given (see information on withdrawal below).

Materials Fee

We require an annual materials fee of \$50 per child.

Tuition

Tuition payment must be made by the 5th of every month, otherwise a late charge of \$20.00 will be applied for every week that tuition is not paid. If the tuition check bounces, we charge a \$25.00 check return fee. In the event that two consecutive checks are returned, then tuition payment must be made by money order or certified check.

Family Discount

If there is more than one child in a family attending the school, we offer a 15% discount given off the child with the lowest tuition.

Absences

The center will not refund or adjust tuition for days missed due to illness, inclement weather, holidays, trainings, or vacations. We do not make it a policy to allow make-up days for any days missed.

Parents should notify school by 9:00 AM whenever a child will not be attending on a scheduled day. Please make the school aware if your child will not be attending due to an illness, so our staff can track any illnesses which may occur at school. You can notify us via email (daycare@penningtonacademy.com) or phone (609-737-1333).

Late Fee

If a child is picked up after 6:00 pm, there is a \$2.00 per minute late fee charge. This fee will go directly to the caregiver staying past closing time. Please arrive with enough time to pick up your child and leave by 6:00 pm. In case of an emergency that will delay your arrival till after closing time, we would appreciate a call ahead of time.

Records

All children who enroll in Pennington Children's Academy must have an updated school record with all state required forms. We will ask that your contact information be updated annually. It is the parents' responsibility to notify us of any significant changes to personal information. This file is confidential and will only be available to staff members.

Health

Medical Records

We are required to maintain and update yearly health records of every child in the school. Complete medical records must be on file by your child's first date of attendance in the school. A licensed physician needs to fill out a universal child health record for each child attending, which must be updated yearly.

Illness

A child who becomes ill during the day will be separated from their classmates and parents/guardians will be notified by a phone call. A parent/guardian must come pick up the child. Parents need to make arrangements to have an authorized person who can pick up their child in case they are unable. Should your child become ill with a communicable illness, please let the director know. We are required to post incidences of contagious illness to alert other parents. A signed statement from a licensed physician stating that the child is no longer contagious will be required before a child can return to the center.

Medications

Prescription medication will only be administered to your child if we receive both a signed note from your child's physician in addition to a parent's note of consent. Prescription medications need to be provided in its original container with the child's name, date, and physician's name and dosage information. Please provide a measuring device for the medication to be dispensed to your child. Please give all medications to the classroom teacher, so they can be put in a safe place until administration. This applies to physician prescribed medications only; over the counter medications will be administered only with a written note including detailed dosage information from your child's physician.

Please do not mix any medicine into your child's food or drink or store medication in diaper bags, cubbies, or lunch boxes. Expired medication will be discarded.

Any adverse reactions to medication will be reported to the parents immediately. The dispensation of medication is a professional courtesy and is not required by law. School reserves the right to refuse to dispense medication to any child if proper procedures are not followed.

Emergency

In the event of an emergency or accident, parents must sign an authorization for emergency treatment when they first enroll. Furthermore, the center will need to maintain up to date emergency numbers. This allows us to contact a parent or other authorized individuals at all times. Emergency transportation forms will be included in the admission packet.

Sick Child Policy

Pennington Children’s Academy is licensed by the State of New Jersey for healthy childcare only. Deciding if your child is infectious is sometimes a matter of opinion. Our school has consulted with several health care providers and these guidelines will be used. We understand that parents have work responsibilities. Please try to remember that if you bring your sick child in, so that you can go to work, the following week other children’s parents may have to stay home with their now sick children. We will do our best to provide a healthy and clean environment for all of the children in our care, but one of the most effective ways to minimize the spread of infection is to ask children who might be infectious to stay home (away from school).

Pennington Children’s Academy must follow the state regulations listed below:

1. Under no circumstances shall the Center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:
 - 1.1. Confined to home under a health care providers immediate care; or
 - 1.2. Admitted to a hospital for medical care and treatment.

2. The following provisions relate to illness and/or symptoms of illness:
 - 2.1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in 2.1.1 through 2.1.13 below to be admitted to the center; on a given day unless diagnosed from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to themselves or to other children. Such illnesses or symptoms shall include, but not be limited to any of the following:
 - 2.1.1 Severe pain or discomfort;
 - 2.1.2 Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser

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- consistency within a period of 24 hours, or bloody diarrhea, and limited to 3 during school hours;
- 2.1.3 Two or more episodes of acute vomiting within a period of 24 hours;
 - 2.1.4 An elevated oral (mouth) temperature of 101.5 degrees Fahrenheit or above or an axillary (armpit) temperature of 100.5 degrees Fahrenheit or above with associated behavioral changes;
 - 2.1.5 Lethargy that is more than any expected tiredness;
 - 2.1.6 Yellow eyes or jaundiced skin;
 - 2.1.7 Red eyes with discharge;
 - 2.1.8 Infected, untreated skin patches;
 - 2.1.9 Difficult rapid breathing or severe coughing;
 - 2.1.10 Skin rashes in conjunction with fever or behavior changes;
 - 2.1.11 Weeping or bleeding skin lesions that have not been treated by a health care provider;
 - 2.1.12 Mouth sores with drooling; or
 - 2.1.13 Stiff neck.
- 2.2 Once the child is symptom free, or a health care provider indicates that the child poses no serious health risk to themselves or to other children, the child may return to school.
- 2.3 If a child who has already been admitted to the center manifests any of the illnesses or has symptoms of the illnesses specified in I through XIII of point 1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in NJAC 10:122-5.2 until:
- 2.3.1 The child can be taken from the center; or
 - 2.3.2 The director or their designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to themselves or to other children, at which the time the child may return to the group.

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- 2.4 The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of any other children at the center.
 3. The following provisions relate to excludable communicable diseases:
 - 3.1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center until:
 - 3.1.1. A note from the child's or staff member's health care provider states that the child or staff member respectively, has been diagnosed and presents no risk to themselves or to others;
 - 3.1.2. The center has contacted the Communicable Disease program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
 - 3.1.3. If the child or staff member has chicken pox, the center must obtain a note from the parent or staff member stating that all sores have dried and crusted.

Table of Excludable Communicable Diseases

Respiratory Illness	Gastrointestinal Illness	Contact Illness
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenza	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salminella	Strep Throat
Tuberculosis	Whooping Cough	Mumps

When a Child Can Come Back

Your child can return to the center if any of the following relevant conditions are satisfied:

- * Your child's temperature is below 101.5 degrees for 24 hours, without the help of fever-reducing medications such as Tylenol or Motrin.
- * Your child has been on antibiotics for 24 hours.
- * 24 hours has passed since the last incidence of vomiting or diarrhea.
- * Your child's nasal discharge is not yellow or green.
- * Their eyes are no longer discharging.
- * The rash is gone, or a doctor has identified the rash as not being contagious.
- * With a doctor's note.

Meals and Snacks

Lunch can be brought from home from. Please be sure to name and date any food prepared at home. Please be aware that your child will be asked to unpack his/her lunch box, open each container, repack his/her lunch box, and clean-up. To prevent spoilage, please place an ice pack in your child's lunchbox. This is a state regulation. Please make it nutritious (yogurt, fruits, granola bars, vegetables, etc.) Please try to limit the amount of microwave items and snacks.

Alternatively, each day a child may buy lunch for \$2. The lunch menu is provided to parents on monthly basis. Friday is a special Pizza lunch day for all children costing \$2 per child to be paid by parents. Fruit and/or vegetables will also be served.

Due to severe allergies within classrooms, your classroom teacher may request items to be excluded from school lunches. All classrooms are nut free.

Provided Supplies

Pennington Children's Academy will provide the following supplies: snacks, cups, plates, utensils, and water.

Required Staff/Child Ratio

10:122-4.3 Staff/child ratios

REQUIRED STAFF/CHILD RATIOS

STAFF/CHILD RATIOS	
BELOW 18 MONTHS	1:4
18 MONTHS UP TO 2 ½ YEARS	1:6
2 ½ UP TO 4 YEARS	1:10
4 YEARS	1:12
5 YEARS	1:15
6 UP TO 13 YEARS	1:15

STAFF/CHILD RATIOS DURING REST OR SLEEP	
UNDER 2 Y2 YEARS	1:10
OVER 2 Y2 YEARS	1:20
All children above 12 months must be resting or sleeping, while all children 12 months or below must be sleeping. Additional staff to meet ratios for children who are a wake must be on the premises.	

Rest Time

We give our children at least a 30-minute rest period during the day, typically following lunch. After this rest time, quiet activities will be offered to those children who are not sleepy. Those children who need to sleep more will be allowed to for up to two hours total. The school has cots available for every child. Parents must provide a labeled crib sized sheet and soft blanket for each child. All blankets and sheets will be sent home each Friday for laundering and they need to be brought back on Monday. This needs to be done to help keep the school a healthy, clean environment.

Potty Training

Toilet training is based on each child individually. Generally, children who are ready for toilet training should be:

- ✓ Dry between diaper changes, dry at naps, dry at night
- ✓ Capable of lowering and raising their pants
- ✓ Be able to express the need “to go” to the bathroom
- ✓ Exhibit control of their bladders and bowels.

When your child is successfully trained at home, based on the criteria listed above with only occasional “accidents”, then your child is ready to train at childcare. If your child is “in the process,” send in many extra pairs of underwear and pants. We do not encourage using pull-ups since they feel and act like diapers.

Personal Belongings

Toys

We ask that you please leave your child's toys at home, unless specifically requested by your child's teacher (e.g., for show and tell). The school will not be held responsible for loss or damage to your child's toys.

Clothing & Personal Items

Please bring in a complete change of clothes for each child that is attending. If deemed necessary, we will change dirty, wet, or soiled clothing. Make sure your child's spare clothes fit the current weather season. The school is not responsible for damaged or lost articles of clothing. To prevent loss, we ask that you to LABEL EVERYTHING!!! All clothing - shoes, hats, undergarments, gloves, as well as lunch boxes, totes, MUST be labeled with your child's name in black, indelible ink! We cannot be responsible for unmarked items.

We also suggest other tips for your child's attire:

- * Dress your child in simple, comfortable clothing to allow for an active day.
- * Girls dresses tend to get caught underfoot, whenever climbing, etc., which can be hazardous. We recommend pants and leggings for girls; they are safer and allow them to move with greater ease when participating in any playtime activities.
- * Try to avoid slippery/party shoes; simple canvas walking shoes/sneakers work best.

Parent Communication

Pennington Children's Academy provides many opportunities for parents to receive information on the progress of their children as well as details on general activities occurring from time to time.

Communication will be provided by:

- Daily Reports – A daily report is provided for each child at school. This report provides information on the daily activities your child has participated in, and information on meals, napping and toileting as well as a section which lists any supplies that are needed such as diapers, wipes, etc. This report will be handed to you by a staff member or found in their cubby. There are daily opportunities for communication between staff and parents at the time of drop off or pick up to provide updates on your child.

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- Information Board – This board is located at the entrance. Information is provided about upcoming school events.
 - Newsletters – Periodic newsletters are sent home to keep parents posted on school activities. These will be placed in each child’s mailbox or cubby.
 - Life Cubby – Your child(ren) will be included into our Life Cubby system, which you will be able to sign up for. Through this system, you will be able to keep track of your child(ren)’s daily activities, the school calendar, and observations regarding your child(ren)’s progress.

Other forms of communication that may be used:

- Memos & Informal Notes
- Emails
- Videos
- Conference schedules

Photography

Pennington Children’s Academy takes pictures of children interacting in daily activities and holiday parties. These photographs may be used for bulletin boards, our school website, newsletters, and promotional material. If you have any questions concerning this policy or would not like to participate, please feel free to discuss this with the owner or director. You will receive a permission slip with your admission packet.

Birthday & Holiday Celebrations

We celebrate the children's birthdays. We suggest that parents provide a few photographs of the child and a nutritious snack (mini muffins, fruit, etc.). Pennington Children's Academy will provide the paper products. Please contact the head teacher to arrange a date, time, and to confirm a snack appropriate for all of the children.

Field Trips

We will be offering field trips throughout the year as a supplement to our curriculum. Field trips are optional. Transportation is provided through a local bus company. Children must have a signed permission slip to go on trips. Parents are always welcome to join us on field trips as chaperones.

Discipline Policy

GUIDELINES FOR POSITIVE DISCIPLINE

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

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline 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.

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- 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.
- Use time-out--by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- 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 only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say, "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- 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 discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves

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- 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 discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

Biting Policy

Part of normal toddler development can involve a child biting another child. Children bite for a number of reasons; out of frustration due to a difficult task, boredom, inability to express themselves verbally, lack of comfort caused by teething, and over-stimulation. It is a difficult behavior for the parents and teachers and it is imperative that we all work together to assist the child with the biting behavior through this phase.

If biting does occur, the following actions will be taken:

FOR THE CHILD THAT WAS BITTEN:

- 1) The child will be comforted and first aid will be given to the bite. The area will be cleaned and (if the skin is broken) a bandage will be applied.
- 2) The parents will be notified.
- 3) An accident report will be filled out.

FOR THE BITING CHILD:

- 1) The teacher will use firm words such as, "we do not bite" or "biting hurts."
- 2) The child will be removed from the group/activity, spoken to regarding the incident, and moved to a different activity.

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- 3) The parent will be notified.
 - 4) An incident report will be filled out.

If the behavior continues, the following actions will be taken:

- 1) A meeting will take place with the teacher, director of the school, and parents of the child exhibiting the biting behavior to discuss the situation.
- 2) The staff will shadow the child, being sure to redirect the child when necessary and praise positive behaviors.
- 3) A biting log will be created, recording each bite that occurs and the surrounding environment.

It is our responsibility to keep the other children in the class from being injured. While we will make every effort to reinforce positive behavior there will be some actions that need to be taken if excessive biting continues.

WHEN BITING BECOMES EXCESSIVE:

- 1) If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- 2) If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
- 3) If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other childcare arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will return to step 1 if another incident occurs.

If a child bites twice in a 4 hour period, the child will be required to be picked up from the center for the remainder of the day. This will not count towards the 2 day suspension.

Expulsion Policy

10:122-6.8 Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know 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 have to expel or suspend a child from this center:

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 children.

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 your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

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

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 childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). 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.
- 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.

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 of activities, 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 premises. Recommendation of evaluation by local school district child study team.

Withdrawal

If you are no longer in need of care at our center, you must give thirty days' written notice to have your deposit applied to the last tuition bill. If the director/owner does not receive notice in time, your deposit will be forfeited and you will be charged tuition for your last two weeks at the center.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work

together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

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

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

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

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

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

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our 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.). 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 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library.

For more information call the DLPS, DCA, toll-free at 1(800) 242-5846. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting:
DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.