



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

WE'RE HERE FOR YOU TO GUIDE YOU THROUGH EVERY STEP OF THE WAY!

THE GATEWAY FAMILY YMCA



**Preschool
Parent Handbook**

www.tgfymca.org



Welcome to the Y. We are an inclusive organization of men, women and children joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility.

Anchored in more than 10,000 neighborhoods around the country with our Y servicing the Eastern Union and Northern Middlesex County communities; the Y has the long-standing relationships and physical presence not just to promise, but to deliver, lasting personal and social change.

Though the world may be unpredictable, one thing remains certain – the Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families, thus strengthening the foundations of community.

The Gateway Family YMCA is a 501(c)(3) non-profit, health and community service organization of caring staff and volunteers who are dedicated to providing quality services to people of all ages, races, faiths or incomes.

The Gateway Family YMCA is the one of the largest YMCAs in the State and is comprised of four branches and an Association Office. The Association Office and the Elizabeth Branch are both located in Elizabeth, while the Five Points Branch and Wellness Center is located in Union and Rahway Branch is located in Rahway.

The Gateway Family YMCA service areas include the communities of Clark, Elizabeth, Hillside, Linden, Kenilworth, Rahway, Roselle Park, Union, Avenel, Carteret and Colonia. But all are welcome.

YMCA MISSION

The Gateway Family YMCA is a community-based organization rooted in Christian principles and committed to building healthy lives through programs that strengthen spirit, mind and body for people of all ages, religions and cultures.

PHILOSOPHY

The YMCA is committed to providing young children with a clean, safe, and nurturing environment. Each child is considered wonderful and unique. They are encouraged to cultivate their strengths and talents while developing skills necessary to succeed in a more formalized educational setting and throughout life.

The foundations of our Early Childhood Curriculum are based on Developmentally Appropriate Practices. This concept, endorsed by the National Association for the Education of Young Children, has grown to become a valid reliable resource in the field of Early Childhood Education. A Developmentally Appropriate Practice model of service delivery focuses on the developmental stages of young children, aligning their abilities with learning activities to challenge and stimulate.

Our educational staff creates and implements activities appropriate for each child's developmental levels. This, in turn, engages children in developmentally appropriate activities that enhance their physical, cognitive, social, and emotional growth.

The YMCA program design includes health and well-being components designed to ensure all of the children receive the foundation for health living. Building strong relationships with both the children and families helps us to influence the lives of all the people we serve.

RAHWAY YMCA PRESCHOOL PROGRAM

All children require a strong foundation during early childhood to thrive and learn and to be ready to begin kindergarten.

The YMCA Preschool Program provides a safe, nurturing and developmentally appropriate learning environment that promotes social, emotional, cognitive and physical growth.

What to expect:

- Highly qualified teachers.
- Our program uses the Creative Curriculum for Preschool which is an award winning and researched based curriculum. Creative Curriculum also is fully aligned with The New Jersey Preschool Teaching and Learning standards.
- Children participate in hands on learning activities that promote exploration, discovery, creativity, and critical thinking skills.
- Classrooms are equipped with age appropriate learning materials.
- Family resources are provided to support learning at home and child development.
- Meals: breakfast, lunch, and snack are provided to all preschool children

School Hours:

- 8:30-2:30 (full day)
- 8:30-12:30 (early dismissal day)

Note: Our Preschool program follows the Rahway Public School Calendar. The school calendar can be found on the school district website under the information tab.

<https://www.rahway.net/Page/1>

Inclement Weather

The Rahway Preschool follows the Rahway Public School closings. In the event of a school closing or delayed opening, families will be notified in Class Dojo. Families can also call the YMCA for information.

Program Location:**Rahway Branch YMCA**

1564 Irving Street
Rahway NJ 07065
732-388-0057

Contact Information

Tracy di Pasquale
Preschool Program Director
732-388-0057 ext. 3231
tdipasquale@tgfymca.org

Registration is available through: [Rahway Public Schools](#)

<https://www.rahway.net/domain/1120>

PRESCHOOL DAILY SCHEDULE

8:25am-9:00am	Arrival/Handwashing/Breakfast
9:00am-9:20am	Large Group Time
9:20am-9:35am	Read Aloud
9:35am-10:15am	Gross Motor
10:15am-10:35am	Small Group/Teacher Selected Activities
10:35am-11:45am	Choice Time + Clean Up
11:45am-12:15pm	Handwashing/Lunch
12:15pm-1:15pm	Rest
1:20pm-1:30pm	Small Group/Teacher Selected Activities
1:30pm-1:45pm	PM Read Aloud
1:45pm-2:15pm	Snack
2:15pm-2:25pm	Closing Meeting
2:25pm-2:35pm	Dismissal

PRESCHOOL SUPPLY LIST

Please provide the following supplies by the first day of school.

- Two complete sets of clothing to stay at school in case your child has an accident or spill.
- 1 sheet and 1 blanket for napping
- A standard size backpack (no wheels)
- 1 sturdy two pocket folders (pockets on the bottom)
- 1 package of easy zipper plastic bags (gallon size)
- At least three child sized face coverings/masks, daily. Please be sure to put your child's first and last name on each mask.

WISH LIST

These items are optional but helpful (and very much appreciated) in supporting our Creative Curriculum studies.

- Paper towel or toilet paper roll tubes
- Old magazines/newspapers
- Egg cartons
- Flattened cardboard boxes
- Scrap materials (Example: fabric, ribbon, yarn, etc.)
- Bubble wrap
- Paper towels
- Baby wipes
- Hand sanitizer
- 1 box of tissues (more if possible)
- 1 regular soap in a pump dispenser (NOT anti-bacterial)

Thank you for your support!

Please note that all of our preschool classrooms are **NUT FREE** environments. All food items sent into our classrooms must be **NUT FREE**

DRESS CODE AND GROOMING

The dress code at the YMCA Child Care Centers is comfortable clothing and closed-in, soft-sole shoes. Our curriculum calls for hands on learning where children are exploring, creating and involved in real life experiences. It is expected that your child's clothes may become soiled throughout these experiences. Please dress your child ready for play!

Ensure that your child is dressed in clothing that is appropriate to the current weather conditions

HOME LANGUAGE POLICY

Children whose first language is not English are encouraged to use their home language, gestures, sign language and pictures to communicate when needed. Please speak to the classroom teacher to discuss a list of common words that your child may use to meet their basic needs (i.e. hungry, thirsty, toileting).

DROP- OFF AND PICK- UP OF CHILDREN

In order to ensure the safest transition at pick-up and drop-off, parents are instructed to do the following:

- Parents should drop off children at the designated drop off area on the side of the building.
- All parents must park their car in a designated parking spot at drop off and pick up. Parking along the side of the building is unsafe and not allowed.
- Once the daily screening (temperature check) is complete, staff will escort children to their classroom.
- Children and staff must wash their hands upon arrival.

RELEASE OF CHILDREN

Children cannot be released to siblings unless the sibling is at least 16 years of age. Preschool children are not allowed to walk home and the YMCA Staff may not transport children in their cars.

Written notice must be given if a child is to leave with someone other than the parents or those listed on the authorization section on Power School. In the event of an emergency, parents may email signed permission for someone other than them or an authorized adult to pick up a child. Please email the Program director with any authorized pick up changes. Please tell the person picking up your child that they must provide photo identification to the staff before the child will be released.

If the parent or person authorized to pick up the child appears to be physically, mentally, or emotionally impaired to the extent that the welfare of the child is in danger:

- The child will not be released.
- Staff members will try to contact alternate persons authorized for pick-up.
- If staff is unable to make alternate arrangements, a staff member will call the Division of Youth and Family Services' 24 hour Child Abuse Hotline to seek assistance in caring for the child.

POLICY ON CHILDREN SUPERVISION

Two teachers will supervise all children at all times. It is the teacher's responsibility to make sure that all the children under his/her care are supervised at all times. No classroom will be left unsupervised for any reason when children are in the room. A teacher and teacher assistant will supervise children moving from one room to the other. Children using the bathrooms will be supervised. While outside on the playground, children will have the full attention of their teachers and aides. School walking trips will be supervised at all times.

TOILET TRAINING

Toilet training must be consistent at the YMCA and at home. It takes cooperation between caregivers and parents in order not to frustrate or confuse the child. When a child is being toilet trained:

- Teachers will give gentle reminders during the day to help children be successful
- Teachers will be positive about the experience, giving praise to children's success
- If your child is toilet training, please send in extra underwear, pull ups, and wipes.

HEALTH GUIDELINES (Subject to change)

Face Masks

Staff will be required to wear face masks during all interactions with program participants and other staff. Masks must be worn properly by staff.

Children over the age of two shall be required to wear cloth face coverings within the center, except during nap and meal times. If a doctor's note is provided that states a child cannot wear a mask during the duration of the school day, the child will not be required to wear one.

CLEANING AND DISINFECTING

Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use including classroom equipment and furniture, as well as outdoor playground equipment. Cleaning crews will clean and disinfect all indoor and outdoor areas daily after operating hours.

The frequency of cleaning and disinfecting of toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Toys that are not easily cleanable (such as stuffed animals, play dough, and pillows) will be temporarily removed and toys that are out at any one time will be rotated so that they can be adequately cleaned and sanitized. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

HAND WASHING

Children will practice frequent hand washing with soap and water for at least 20 seconds. Hand washing is required upon arrival to school, before meals or snacks, and after going to the bathroom. Teachers will help the children to ensure they are doing it effectively.

HEALTH REQUIREMENTS

- Each child must have a complete health form on file signed by a physician, and all immunizations must be recorded and up to date prior to admission. Immunization records will need to be updated each time a child receives additional immunizations.
- Children are not to be sent to the center if they have any of the following symptoms: fever or headache, rashes or inflamed skin, nausea or vomiting, abdominal pains, diarrhea, sore throat, earache, inflammation of the eyes, enlarged glands, or persistent coughing.
- If a child develops any of the above symptoms while in the YMCA's care, the parent will be notified to have the child picked up immediately. Doctor's permission may be required for the child to return to the program in some cases.
- As a precaution and in compliance to the State Law, prescription medication only will be administered. The medication must be stored in the original container, labeled with the child's name, the name of the medicine, date of prescription, and directions. Parents are required to complete a Medication Permission Form. *Over the counter* medications will not be administered.

We care deeply about the health of all children in our center. Please help us prevent the spread of infection to other children and teachers by keeping ill children at home until symptoms are gone.

HEALTH EXCLUSION FROM THE CENTER

Staff or children with a fever of 100.4 F or higher, cough, or shortness of breath will be excluded from the center. Children or staff that test positive for COVID-19 will follow the quarantine guidelines from the health department. Children with household members who are known to have COVID-19 will also be excluded from the center and will follow the quarantine guidelines put out by the health department.

If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), we will immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child will remain as far away as safely possible from the child.

If symptoms persist or worsen, they should call their health care provider for further guidance. A child's parent or caregiver must inform the program director immediately if the person is diagnosed with COVID-19.

If we learn of a COVID positive case in the center we will contact any close contacts, the local health department for guidance, and licensing.

Facilities experiencing a confirmed case of COVID-19 among their population will work with the local health department to determine next steps. It may be advised by the health department that the center closes temporarily.

RETURN TO SCHOOL FOLLOWING OTHER ILLNESS

Children must be symptom-free for 24 hours or have a physician's note stating that the child poses no risk to others. In the event the child has diarrhea two times during one day of care, the child will be required to be picked up and not return for 24 hours from the last loose stool movement. The YMCA reserves the right to require a physician's note. It is especially important that the parents let the center know of any contagious illness to which their child has been exposed or has contracted. The center will also keep parents informed of any contagious illnesses which might be "going around" that will be in need of special attention by a physician. In this case, children who have any communicable diseases will not be allowed to remain or return to the YMCA without a physician's note stating that there is no risk to others.

GUIDELINES ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits 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 (two or more)
Episodes of acute vomiting (two or more)
Elevated temperature of 100.4 Degrees
Lethargy
Severe coughing
Yellow eyes or jaundice 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
Lice (need to be nit free for 24 hours before returning to school)

Once the child is symptom-free, or has 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.

COMMUNICABLE DISEASES

The following provisions relate to excludable communicable diseases. 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 child care center until a note from the child's or staff member's licensed physician states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself or to others.

Table of Excludable Communicable Diseases:

If a child is exposed to any excludable disease at the school – parents will be notified in writing.

Respiratory Illnesses:

Whooping Cough
German Measles
Hemophilus Influenzae
Meningococcus
Mumps
Strep Throat
Tuberculosis

Gastro-Intestinal Illnesses:

Campylobacter
Escherichia coli
Giardia Lamblia
Hepatitis A
Salmonella
Shigella

Contact Illnesses:

Impetigo
Lice
Scabies
Shingles

Chicken Pox (a note from the parent stating that all sores have dried and crusted is required)

If a child has already been admitted to the Center and any of the illnesses or symptoms listed above appear, the parent/guardian is **required** to pick up the child within **an hour** of the phone call. **The child may return to the Center once a note from a licensed physician states the child poses no health risk either to her/himself or other children.** A child 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 risks to himself/herself or others.

Please remember – if your child is sick for any reason, they must stay home until they are well.

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

***Note: If a child contracts chicken pox, a health care provider's note is not required for re-admitting 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.

MEDICATION ADMINISTRATION IN CHILD CARE POLICY

PURPOSE: This policy was written to encourage communication between the parent, the child's health care provider and the child care 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

- 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 child care, 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.
- The first dose of any medication should always be given at home and with sufficient time before the child returns to child care 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 child care. This is for the protection of the child who is ill as well as the other children in child care.
- 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 child care provider.

- “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.
- 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.
- Any prescription or over-the-counter medication brought to the child care 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.
- 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 child care.
- 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 child care center.
- 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.
- 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.
- Epi Pens (and any form of allergy medicine) – must include allergy plan from the physician’s office.
- Asthma medication – must include Asthma Treatment plan completed by the doctor.
- Rescue medication will be stored in the child’s classroom.

EMERGENCY MEDICAL CARE

If emergency medical care is necessary, any of the following steps might be taken:

- Attempt to contact parent or guardian.
- Attempt to contact person on the emergency form.
- An ambulance or paramedic may be summoned.

A trained staff member in CPR and First Aid is available at all times. Parents are always contacted by phone.

POSITIVE GUIDANCE

A positive approach is used to guide the children; each situation and child is handled individually. Under no circumstances will corporal punishment be used for behavioral management. Methods used include:

- Redirection: Guiding a child into acceptable options when engaged in an unacceptable activity.
- Logical and Natural Consequences: Use discovered opportunities to make children aware of natural consequences.
- Limit Setting: Boundaries are developed by the teacher for the children as a group and for individual children according to each situation.
- Be Clear: Make sure children know what behavior is and is not acceptable.
- Modeling Behavior: Caregivers will demonstrate appropriate ways of interacting with others.
- Providing Choices: Appropriate choices are outlined and children are encouraged to make their own decisions.
- Be Ready: Plan and prepare the environment to limit negative behavior.
- Positive Reinforcement: Use of encouragement and support when addressing behaviors.

In the event that a situation develops where a family is considered difficult to deal with, the YMCA reserves the right to require the family to withdraw their child (ren) immediately without notice. Examples of "difficult to deal with" include, but are not limited to:

- Arriving at the YMCA impaired and attempting to remove their children from the program.
- Being abusive to staff members and/or other program participants.
- Failing to adhere to YMCA policies listed in this parent handbook

TECHNOLOGY GUIDELINES

Families entrust their children to the YMCA's care for childcare, camp and other youth programs. Our promise to these families is that we will provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way. Our mission commands us to "build a healthy spirit, mind and body for all."

The YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private. Parents/Guardians need to use good judgment and discretion when posting pictures of participants. If you want something to be private, do not expose it to public access. If you or your words are in public, make sure they are not interfering with the privacy of other participants and families.

POLICY ON PARENT COMMUNICATION AND INVOLVEMENT

- Parents can communicate with their child's classroom teacher at drop off and pick up daily.
- Teachers and parents will communicate using Class Dojo, email, and phone calls.
- Parent/teacher conferences may be scheduled throughout the year
- Parents are encouraged to share their concerns with us at any time.
- Parents can also contact the Program Director at any time.

PARENT RESOURCES

A community resource handbook is available to all parents and families. It is located at the front desk. Here you will find information on:

- Community and school-based resources
- Direct services to promote child/family safety, health and stability
- Community events
- YMCA services and events

Also provided below are a list of informative websites for parents.

www.tgfymca.org
www.EarlyChildhoodEducatorsandFamilyWebCorner.com
www.daycare.com
www.zerotothree.org
www.EarlyChildhoodResources.com
www.NAEYC.org
www.njeis.org/familylink

OFFICE OF CHILDCARE LICENSING REQUIREMENTS

A Childcare Director, who has supervisory experience as well as experience working with children, leads our staff. A Group Teacher and Teacher's Assistants who ensure quality programming leads each classroom. All staff members are selected based on their previous experience, education, desire to work with children, and attitude. As a condition of employment, staff must successfully complete a state criminal background check, pre-employment drug screening and reference checks prior to being hired. Staff must also attend extensive training that includes child abuse prevention, CPR/First Aid, safety procedures, positive guidance and discipline, child growth and development, as well as other in-house trainings throughout the year.

CONFIDENTIALITY

We maintain confidentiality and respect each family's right to privacy refraining from disclosure of confidential information and intrusion into family life. However, when we are concerned about a child's welfare, it is permissible to reveal confidential information to agencies and individuals who may be able to act in the child's interest, i.e. NJ Office of Child Care Licensing.

COURT ORDERS

In cases where an enrolled child is the subject of a court order (i.e.: Custody Order, Restraining Order or Protection from Abuse Order) the YMCA must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal version of the order in writing. In the case where both parents are afforded shared/joint custody by order of the courts, both parents must sign the request for more liberal interpretation of the order. In absence of a court order on file with the YMCA, both parents shall be afforded equal access to their child as stipulated by law. The YMCA, without a court order, cannot limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued. If conflicting court orders are present, the most recently dated court order will be followed. Once presented with a Protection from Abuse or a Restraining Order, the YMCA is obligated to follow the order for the entire period it is in effect. Employees of the YMCA cannot at the request of anyone, except the issuing judge, allow the orders of the court to be violated.

STANDARDS OF ETHICAL BEHAVIOR – CHILD ABUSE PREVENTION

Affectionate touch and the warm feeling it brings is an important factor in helping a child grow into a loving and peaceful adult. Gentle touch, hugging and holding are important and memorable parts of YMCA childcare experiences. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space, i.e. not everyone wants to be hugged. Periodic training will be sponsored for YMCA employed staff and program volunteers on the subject of appropriate touch, inappropriate touch, and child sexual abuse.

The Gateway Family YMCA encourages appropriate touch. However, at the same time we not only discourage inappropriate touch but will take prompt and immediate action as follows:

1. At the first report or probable cause to believe that child sexual abuse has occurred, the staff person, to whom the incident has been reported to, will

notify the Childcare Director in the Center. The Childcare Director will report the incident to the Branch Director. The Branch Director, the Childcare Director, and the staff reporting the incident will gather all the facts and the Branch Director will notify the Chief Executive Office of The Gateway Family YMCA.

2. The Child Care Director will make a report in accordance with the New Jersey Child Abuse and Neglect Law (P.S. 1974, amended by P.L. 197).209).
3. In the event the reported incident or incidents involve a program volunteer or employed staff person, the Branch Director will, without exception, suspend the program volunteer or employed staff person from the YMCA.
4. The parent/guardian of the child, or children involved in the alleged incident, will be promptly notified by the Branch Director.
5. Whether the incident or alleged offense takes place on or off YMCA premises, because of the youth-involved nature of the YMCA, it will be considered as job related.
6. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in item #1 above or designated legal advisor.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in handling this information and therefore should only discuss the incident with the persons named in item #1 or designated legal advisor.
8. All full and part-time childcare employees must read and sign this policy.
9. This policy statement will be reviewed and updated by the YMCA's Constituency Committee.

Child abuse can take many forms: "In general, abuse refers to acts of commission such as beating, excessive corporal punishment, or inappropriate sexual activity"- New Jersey Department of Education, Policy and Procedures for Reporting Child Abuse.

EXPULSION POLICY

The Center will make every effort to encourage appropriate and considerate behavior in individual children. Growing is difficult, and all children have setbacks, bad days and sometimes traumatic life experiences, which affect their behavior. Staff members are provided with training and guidance in positive supervision as outlined in the program discipline policy.

Occasionally, when an individual child's behavior proves to be consistently disruptive, and/or demands so much individual attention that supervision of the entire group is compromised, the following actions will be required:

1. Staff will document the child's behavior and the staff's actions to modify the behavior;
2. Parents will be provided with a written notification requesting a conference

- with the parent(s), the child and the staff to address the problem;
3. Staff will implement a plan mutually agreed upon with the parent(s) and the child to modify the child's behavior;
 4. A second conference will be arranged to provide positive feedback for further planning, if necessary;
 5. If all attempts, as outlined above, result in little or no change in the child's behavior, the Center reserves the right to suspend child care services to the family for a period of one week. At this time, parents will be required to pay tuition in order to reserve the child's space in the program;
 6. If upon returning to the program, the child's behavior continues, the Center reserves the right to terminate the child's enrollment with one week's notice to the parent(s);

If a child's behavior results in causing purposeful physical harm to others, the Center reserves the right to immediately terminate the child's enrollment. Parent(s) may grieve any action taken by the Center, in writing, to the Director. If the Director's written response proves unsatisfactory to the parent(s), a grievance may be submitted, in writing, to the Center Director.

INFORMATION TO BE REPORTED TO THE DIVISION OF YOUTH & FAMILY SERVICES

Verbally within 24 hours:

- ✓ Injury or illness that results in the admittance to a hospital or death of a child.
- ✓ Occurrence of a reportable disease.
- ✓ Change in use by other occupants of a multi-use building in which center is located.
- ✓ Permanent closing of the center.
- ✓ Damage to premises of the center caused by fire, accident or the elements.
- ✓ Proposed use of emergency space including use of rooms not approved by local municipal officials or the Bureau.
- ✓ Any criminal conviction(s) or guilty plea(s) of the sponsors, Director, or any staff member.

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. 3A:52)**, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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.

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Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at https://data.nj.gov/childcare_explorer.

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 OOL 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 provide reasonable accommodations for children and/or parents with disabilities and 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. 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.state.nj.us/dcf/.

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