

# PARENT HANDBOOK



*Where Tiny Minds Grow*

2016-2017

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## **MISSION**

Our mission is to provide quality child care in a loving, educational, safe and healthy environment.

## **GOALS**

Our goal is to prepare children for their future by:

- Supporting the physical, social, emotional and intellectual development of all our children.
- Enabling children to follow simple directions.
- Teaching children when it is appropriate to sit and listen.
- Giving children concrete knowledge that will enable them to visualize concepts taught at school.
- Encouraging a love for music and books.
- Enabling each child to be self-confident and to have self-respect.
- Helping children to verbalize needs and ideas.
- Teaching the children to work out differences using language.
- Teaching respect for others' differences.
- Teaching the children to have sense of wonder and to think about the things around them.
- Encouraging each child to experiment and to have the self-confidence to make mistakes.

## **PHILOSOPHY**

A child learns best by actively participating in their world through a variety of experiences that enhance decision-making, mastery of skills and the discovery of their unique self. When a child has a sense of self-worth, they are willing to attempt new experiences, building on existing skills.

Our program strives to encourage the growth of independence, a sense of responsibility and respect for others at a level appropriate to the child's development. A safe, secure, flexible and stimulating environment, accompanied by warm, sensitive and supportive child care staff provides an opportunity for the child to explore their world. The staff's role is essential in establishing a trusting atmosphere in which the child is free to learn and grow.

## **CORE VALUES**

1. The belief that child care should be affordable and accessible to all who are in need of service.
2. The belief that children have a right to a safe and secure environment which fosters social, emotional, physical and intellectual growth.

3. The belief that parents have a right to choose their child care arrangements and that choice should be available.

## **SCHOOL PROGRAM**

- Our hours of operation are Monday through Friday 7:00 AM – 6:00 PM
- Our regular academic school year is from September through June
- Our Summer Camp & Outdoor Fun Session takes place during July & August
- Our program is open to children from age 6 weeks through 5 years
- Our curriculum is planned within the framework of our philosophy and includes a wide variety of theme, skill and center-based activities that encourages the social, emotional, physical and intellectual growth of a child as a whole
- Our pre-K 3 program requires every child to be fully toilet trained.

## **2016-2017 SCHOOL CALENDAR**

### **School will be closed on the following days**

Monday, January 2, 2017	Day after New Year's
Monday, January 16, 2017	Martin Luther King Jr. Day
Friday, April 14, 2017	Good Friday
Monday, May 29, 2017	Memorial Day
Tuesday July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Thursday/Friday, November 23-24, 2017	Thanksgiving & Day After
Monday/Tuesday, December 25-26, 2017	Christmas & Day After

### **SPECIAL EVENTS DATES (Center will be open)**

Pre-K 4 Graduation	Friday, June 16, 2017
Summer Program Begins	Monday, June 19, 2017
First Day of the School Year	Tuesday, September 5, 2017

**We are open year round for all students. First Class Learning Center reserves the right to close the school for staff training sessions, staff meetings, snow days, holidays, field trips and emergencies.**

## **INCLEMENT WEATHER**

**In case of inclement weather, please listen to the message on the Center's voice mail (973) 680-9000. In the event of afternoon inclement weather, parents will be called and informed of any early closings. We ask that all parents re-evaluate**

**plans for emergency drop-off and pick-up if the center should have a delayed opening or early dismissal in lieu of inclement weather or other events throughout the year.**

## **DROP OFF/ PICK UP - Important Transitions**

The first day of a new preschool, or even the first day in a new classroom in the old preschool, can be met with a mix of excitement and anxiety for kids and parents alike. Although it's fun to embark on a new adventure and many preschoolers delight in the feeling of being "big," change can be scary for little ones (and their worried parents).

While a highly-orchestrated morning routine might get you and your little one out the door on time, that final goodbye can leave even the most upbeat preschooler in a puddle of tears. Preschool parking lots are packed with tearful parents afraid to put their cars in reverse for good reason - separation is hard.

It's only natural for kids to feel anxious when saying goodbye to their parents. In fact, separation anxiety is a normal part of child development. It can begin before the first birthday and pop up again (multiple times) until age four, and sometimes even into elementary school. It can even begin later in the school year. Some kids seem to be doing just fine with the transition only to experience separation anxiety a few weeks into the school year.

Crying, tantrums and clinginess are all common symptoms of preschoolers struggling with separation anxiety. Parents should also be on the lookout for signs of regressed behavior. Try not to worry too much if your recently toilet trained preschooler suddenly fails to make it to the bathroom on time. When a child is challenged by a new developmental task, he is likely to temporarily lose ground in an area recently mastered.

As you prepare to drop your child off at preschool, try these strategies to help your child cope with separation anxiety:

**Confront parental ambivalence.** It is perfectly normal for parents to worry about the transition to a new preschool classroom. It is hard to trust a new person or a new school with a little one! Kids will pick up on parental ambivalence. If parents hesitate, kids will feel unsafe.

Get to know the school and teacher as much as possible in advance (talking to other parents involved in the school helps!) so that you feel comfortable with the environment.

**Start with a warm up.** Bring your child to visit the school a couple of times before the first day. Comforted by parental presence, your child will feel free to explore the classroom and check out the toys. This is also a great time to ask about the first day routine and chat with the teacher about the typical schedule.

**Create a goodbye ritual.** Creating a specific goodbye ritual prior to the first day of preschool can ease some of the anxiety about that final goodbye. Try one (or more) of these ideas:

Develop a special handshake or special wave.

Hug, kiss, high five and goodbye!

Tuck a transitional object (i.e. a wishing stone, a small photo or a special charm) in your child's backpack and fill it with love before you drop your child each day.

Love notes in the lunch box remind kids that mom and dad love them and will return soon.

**Send positive signals.** While it might be tempting to sneak out the moment your child is distracted, this can actually cause stress for your child later in the day. Acknowledge your child's feelings and normalize his worries. It is perfectly natural to feel a little bit scared, and a little bit of empathy can help your child feel safe and understood.

Watch your body language as you say goodbye. You might feel sad, but you want your child to feel safe and secure in this new fun environment. Stand up straight and smile for your little one to model a cheerful goodbye!

**Stick to a routine.** Children are at their best when they have plenty of rest, eat a nutritious breakfast and don't feel rushed.

Prepack lunches and snacks the night before to save time in the morning.

Wake up twenty minutes before your kids to factor in extra time for you.

Have shoes, socks and backpacks waiting by the door at night.

**Read all about it.** Preschoolers love to read and there are several great books to help prepare kids for preschool. Anna Dewdney's *Llama Llama Misses Mama* and Audrey Penn's *The Kissing Hand* help ease the transition and normalize the process of separation for little ones.

The preschool years provide a great foundation for kids and kids have a lot of fun during this first school experience. Once you get over that first hurdle of saying goodbye, you will see your child grow and learn in leaps and bounds!

## **IMPORTANT**

Our latest drop off time is 9:00 AM. Exceptions will only be made in the following situations:

- In case of an emergency, the parent must contact the center prior to arrival. EMERGENCIES ONLY!
- If a doctor's appointment is scheduled in the morning, please supply a doctor's note upon arrival. In addition, your child should have already eaten lunch when arriving to the center after 11:00AM.

## **PROGRAM FOR PARENTS**

- Parents are responsible to maintain active agreements. No further child care will be provided after the agreement expiration date.

- Parents are responsible to keeping their swipes and co-pays current.

## **PARENT/GUARDIAN PARTICIPATION IN PROGRAMS**

We encourage you to take an active role in your child's educational experience. Parents wishing to participate in the activities or operations of the Center should discuss their interest with the Director or Head Teacher, who can advise them of the opportunities available. We particularly welcome parents to share their special cultural and holiday traditions, as well as a short "show and tell" story, songs or volunteering on trips. Parents/Guardians of enrolled children may visit our Center at any time without having to secure prior approval. Please feel free to do so when you can. We always welcome visits from our parents.

## **CLOTHING**

Dress your child in strong, durable play clothes, so they can fully participate in all activities. We change their clothing when needed for safety and comfort.

- Your child must have at least one spare set of clothing each day.
- Please **Label** all of your child's clothing and belongings. (Bottles, sippy cups, diapers, etc.)
- Please check for a bag of dirty clothes at the end of the day and bring clean clothes the following morning.
- Soft rubber soled shoes (sneakers) are required for safety during gross motor activities.
- We go outdoors in the winter, so please make sure your child has appropriate clothing (including hats & mittens).
- Boots are required for outside play in the winter.

## **BIRTHDAYS**

We will be delighted to celebrate your child's birthday at school. Our experience has taught us that small children enjoy simplicity.

- Check with the group teacher for an appropriate time.
- We suggest the parents bring small desserts or snacks.
- If you plan to bring party favors, please make sure that enough are provided for all students in the class.

## **COMMUNICATION**

Parents and guardians are urged to bring all classroom questions and concerns directly to the Director or the Assistant Director. Both Director and Assistant Director are always available to discuss any and all concerns regarding school policy.

If you would like to talk to your child's teacher, call the office to schedule a parent/teacher conference.

- The parent/guardian will immediately be notified if their child becomes ill, has an accident or becomes unduly upset (cries for more than 30 minutes).
- Notes and newsletters from the Director, Assistant Director and Teachers are placed in the child's mailboxes or cubbies. Copies of these communications are sometimes posted on bulletin boards.
- Sign In/Sign Out sheets are required by the State of New Jersey to be signed by the parent/guardian. The signature transfers your child to and from our custody.
- Please call us if your child will be absent or arriving at school later than their regular time.
- Please call us if you suspect you will be late picking your child up.
- Please call us if another person, other than usual person, will be picking your child up. We will request proper identification from this individual.

At First Class Learning Center, we practice formal and informal communication:

Formal Communication:

- Parent's email
- Daily reports (for Infants and Toddlers ages)
- Weekly messages.

Informal Communication:

- Morning Greeting: greeting parents by name
- Sharing events or something that the child has done recently.
- Soliciting parent's advice about their child.
- Giving support to parents when needed.
- Being a good listener.
- Checking out communication and clarifying understandings.

## **TECHNOLOGY POLICY**

FCLC provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation and exploration. FCLC follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children and the establishment of poor dietary habits. As such, children at FCLC will not have access to television viewing which includes watching videos or DVDs, playing with video games and using the computer.

Television viewing is only done once a week or on a special occasion as a movie day. Movies should be educational and a part of a planned activity.

## **PARENT/TEACHER CONFERENCES**

A parent-teacher conference is a short conference between the parents and teachers of students to discuss children's progress at school and find solutions to academic or behavioral problems.

During parent/teacher conferences we:

- Solicit parent's expectations and concerns
- Get to know all the parents
- Convey the importance of parent involvement
- Solicit and try out suggestions parents offer
- Promote a sense of pride in their child and in the center
- Always maintain confidentiality

We encourage parents to attend Parent/Teacher conferences at least once a year to discuss the developmental progress of your children. We are happy to confer more frequently, based on individual needs.

- We complete the New Jersey DYFS Skills and Concepts Development Checklist, collect samples of work and make notes of each child's progress on an ongoing basis. These notes are kept in the child's portfolio and are open to inspection at any time. Parents are given a copy of the checklists in January and again in June.
- Parents may request a conference with the Director or Lead Teacher at any time during the year.
- We will be happy to schedule an appointment to discuss any matter regarding your child or the school.

## **NAP TIME**

The State of New Jersey Division of Youth and Family Services (DYFS) require that all children take a minimum 30-minute rest period during the day.

- You are asked to provide a standard fitted crib sheet and small blanket for naptime. This will help your child identify their cot and feel more comfortable.
- Blankets and sheets will be sent home every Friday to be washed.
- Our nap period is from 12:30 PM to 2:30 PM (time varies for each classroom). If children have not fallen asleep at the end of 30-minutes, teachers will supervise alternative quiet table activities.
- All children are awakened by 2:30 PM (time varies).

## **TOYS FROM HOME**

We have a wide selection of equipment and toys. Toys from home tend to cause arguments and are often misplaced.

- Your child may bring a stuffed animal or security blanket to help the transitional period or for nap time period.
- **Please keep your child's valuable clothing, jewelry, toys, etc. at home. We are not responsible for lost or broken items.**
- Small Hair Clips/Jewelry and toys that fall through the inside of a toilet tissue roll may not come into the classroom as they pose a choking hazard to children.

If your child brings pieces of our toys home in pockets or lunchboxes, please return them. Missing pieces render some of our equipment useless.

## **ACCIDENTS, INCIDENTS & ILLNESSES**

All accidents, incidents and illnesses are documented by a staff member as soon as possible after they occur.

- The Director and parent must sign the document.
- A copy is provided to the parent and the original is kept on file.
- It is not necessary for the center to contact the parent prior to pick up, unless there is bleeding or broken skin.
- Parents will be called if a child has a fever of 101° or more, vomits, or develops diarrhea during the day. The **child may not return to the center until 24 hours after** the symptoms have gone.
- The child must be removed from the school as quickly as possible in accordance with public safety requirements, and will be kept resting away from the other children until the parent(s) arrive.
- The staff is required to be certified in First Aid & Infant/Child CPR.

## **FIRE DRILLS**

We are required to sound the fire alarm once a month. All children, staff, and visitors must exit the building and the practice drill must be logged and signed. All children are prepared ahead of time and nervous children are given special attention.

## POLICIES

As required by the State of New Jersey, the following pages include the information which we provided to you as part of the registration process and for which you signed an acknowledgement that you received the information.

These include:

- Policy on Medical Conditions & Medication
- Policy Guidelines for Positive Discipline
  - Policy on the Release of Children
  - Information to Parents/Guardians
- Policy on Removal or Expulsion of Children
  - New Jersey Law on Discrimination

## POLICY ON TOILET TRAINING

The State of New Jersey guidelines maintain that the average age for learning to use the toilet reliably is 28 months. It is important to remember that each child is an individual and develops at their own rate. Generally speaking, we can expect a child to achieve daytime bowel and bladder control sometime between the ages of 2-3 years of age and nighttime control between the ages of 3-4½ years of age. Accordingly, we diaper children and work with the parents in toilet training.

- All children are encouraged to go to the bathroom whenever needed.
- **Clothing that is easily removed by the child** is a great help in this process.
- Staff is always available to help when needed.
- There are specific times when the children are instructed to visit the bathroom. These are:
  1. Before going outside to play
  2. After eating a snack or lunch
  3. Upon waking from a nap
- Children are never made to sit on the toilet for longer than they wish, nor are they hurried.
- Toilet seats and changing tables are disinfected after each use.
- Diapering takes place four times per day on a regular basis, and as needed based on individual needs.
- A daily log is kept, monitoring the times of toilet activity of children in diapers or at the transitional stage.

- Children in diapers are always asked whether they want to sit on the toilet during the diapering procedure.
- Hand washing after toileting is an important part of the bathroom procedure.

Teachers are required to report all unusual situations or observations to the Director who will follow the State of New Jersey DYFS required reporting procedure.

## **POLICY ON MEDICAL CONDITIONS & MEDICATION**

In accordance with regulations outlined by the NJ Division of Youth and Family Services:

### **Physician's Clearance to Attend School Following Specific Diseases~**

A State of New Jersey regulation, enacted September 15, 1989, requires that a licensed physician provide written verification stating that your child has been diagnosed and presents no risks to anyone when your child returns to school following having one of the following diseases:

<b>Respiratory Illnesses:</b>	<b>Gastro Intestinal Illnesses:</b>	<b>Contact Illnesses:</b>
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

### **Physician's Clearance to Attend School Following General Illness**

A child who has any of the following illnesses or symptoms of illness also needs a physician's written or verbal verification, followed by a written follow up, in order for the child to re-enter school:

1. Severe pain or discomfort
2. Acute Diarrhea
3. Two or more episodes of acute vomiting within 24-hours
4. Elevated oral temperature of 101.5 degrees or more, or an auxiliary temperature of 100.5 degrees or more
5. Sore throat or severe coughing
6. Yellow eyes or jaundiced skin
7. Red eye with discharge
8. Infected, untreated skin patches
9. Difficult or rapid breathing
10. Skin rashes (excluding diaper rash) lasting more than one day
11. Weeping or bleeding skin lesions that have not been treated by a physician or nurse
12. Swollen joints

13. Visible enlarged lymph nodes
14. Stiff neck
15. Blood in urine

## **POLICY ON THE RELEASE OF CHILDREN**

Please call us as soon as you suspect you may be late at (973) 680-9000. If the staff is unable to answer your call, please redial.

In accordance with regulations outlined by the NJ Division of Youth and Family Services:

### **Release of Children**

- a) Each child will be released only to the child's custodial parent(s)/guardian(s) or person(s) authorized in writing by the custodial parent(s), to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
- b) A child shall not be visited by or released to a non-custodial parent/guardian unless the custodial parent/guardian specifically authorized the center to allow such visits or release in writing. This written authorization, including name, address, and telephone number shall be maintained in the child's file.
- c) If a non-custodial parent/guardian has been denied access to a child by a court order, the documentation to that effect must be provided to the school and a copy maintained in the child's file.

### **Post School Closing Release of Children**

The following procedure will be followed by the staff member if the parent/guardian or person authorized as specified in (a) above, fails to pick up a child at the time of the school's daily closing:

- I. The child will be supervised at all times.
- II. Staff members will attempt to contact the parent/guardian or person authorized.
- III. An hour after closing time, and provided that other arrangements for releasing the child to their parent/guardian have failed, the staff member shall call the Bloomfield Police and/or the Division of Youth and Family Services 24-hour Child Abuse Hot Line (1-877-652-2873) to seek assistance in caring for the child until the parent/guardian or person authorized by the child's parent/guardian is able to pick up the child. This procedure is outlined on the enrollment and signed by the parent before the child starts at First Class Learning Center.

### **Physical or Emotional Impairment of Person Seeking Release of Children**

The following procedure will be followed by the staff member if the parent/guardian or authorized person appear 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 or harm if released to such an individual:

- I. The child will not be released to such an impaired individual.
- II. Staff members will attempt to contact the child's other parent/guardian or an alternate authorized person.
- III. If the Center is unable to make alternative arrangements, the staff member shall call the Division of Youth and Family Services 24-hour Child Abuse Hot Line (1-877-652-2873) to seek assistance in caring for the child.

## **POLICY ON CONFIDENTIALITY OF INFORMATION**

All materials submitted or recorded in support of:

- A child's enrollment or re-enrollment in the Center; or
- The records of the Center will be treated as confidential materials, filed and locked in the Center's Director's office, and will not be released to third parties without the written permission of the Parent/Guardian, with the exception where the inspection of said records may be required by law by the State of New Jersey or Bloomfield Health Officials.

## **POLICY ON REMOVAL & EXPULSION OF CHILDREN**

The Center maintains a staff to child ratio that is defined in the New Jersey State Manual of Requirements for Child Care Centers. The staff is very well qualified; however they cannot be expected to care for children who show evidence of the need for temporary or extended individualized care.

The Center reserves the right for the Director or designated substitute to request that a parent remove their child temporarily from the Center within a two hour period if the child's presence is considered to be detrimental to the health or safety of other children or adults. We may request that a doctor or other appropriate expert be consulted and that a written return to school note is presented before the child is re-admitted.

Rather than attempt to define specific conduct that would warrant prolonged removal, the Director, Sponsor and Head Teacher reserve the right to handle each situation on a case by case basis taking into account the developmental age and needs of the child. Every attempt will be made to work with parents and children to resolve the issues that arise. Expert advice will be sought and considered whenever possible. The needs, wellbeing and safety of all the children in the Center will play a part in determining the specific action to be taken. A parent whose behavior or actions are threatening or detrimental to the health and safety of the children or staff in the program may be asked to remove their child from the program permanently. The Director, Sponsor and Head Teacher reserve the right to make the final decision after talking with the concerned parties.

# **DEPARTMENT OF CHILDREN & 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 their receipt of information

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 view a copy of the Manual of Requirements on the DCF website at [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) 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.

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, at least annually, review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the Center website at

Ttp://www.cpsc.gov/en/Recalls-by-Product/?productid=68364. Internet access may be available at your local library. For more information the CPSC at 1(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 Child Abuse Hotline, toll free at 1 (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.nj.us/dcf](http://www.nj.us/dcf) and select Publications.

**OOL 1/22/2016**

## **POLICY ON TUITION**

Before your child is accepted for registration, the following must be submitted:

1. Signed registration forms
2. Medical History Form- signed by physician
3. Copies of the Immunization record and a completed Universal Health Form
4. Paid registration of \$75.00 NONREFUNDABLE

### Deposit:

Upon enrollment, a two weeks deposit of your child's tuition must be made. This deposit will be applied to your child's last two weeks of enrollment into the center. This policy will be upheld ONLY if First Class Learning Center is given written notice two weeks prior to the last day of enrollment. At this time the deposit will be applied. If no prior notice is given to First Class Learning Center (in writing), the deposit will be forfeited or due.

### Payment Policy:

All payments are due two weeks in advance on or before the first day of the week (Monday). If your child's tuition is not received by Tuesday a late fee of \$20.00 will be added to accounts with a balance greater than zero. There are no credit allowances for holidays. \*No child will be allowed to remain in our program if your account is overdue more than one week. Monthly payments may be arranged. Payments must be received one month in advance on the first of the month. Deposit must also be for one month.

### Return Check Policy:

Your account will be accessed a \$35.00 fee for any check that is returned for any reason, in addition to the check amount and the \$20.00 late payment fee. First Class Learning Center will no longer accept checks from the family. This matter

must be resolved within one week of notice. All future payments MUST be in cash or money order.

Late Pickup:

If your child is picked up after 6:00 PM, you will be charged a \$10.00 late fee for the first five minutes and \$1.00 each additional minute (per child) the child remains in the center after 6:05 PM. This late fee is due upon arrival at the center. The payment is given to the teacher remaining at the center. If this late fee is not paid by the next morning, the fee will be applied to your account.

Sick Policy:

There is no credit given for any single absences. If your child is sick for an entire week (5 days), you will be billed half tuition for that week ONLY if a doctor's note is given. Any absences less than a week will be billed the regular tuition rate.

Vacation Policy:

Due to limited enrollment, a space has been provided for you. In order to secure your space, a fee will be half price for all vacation weeks. (5 days, Monday through Friday).

**BI-WEEKLY TUITION RATES**

Infants	\$500
Toddlers	\$470
Two Year Olds	\$450
Pre-K3	\$430
Pre-K4	\$410
After School Care (6 yrs to 13 yrs)	\$300

**DISCIPLINE POLICY**

All children occasionally misbehave for many reasons. However, misbehavior is usually unintentional, and happens as a part of learning. Sometimes a child does not always know the limits.

Our response to problem behavior is to respond in a way that can help the child learn better methods to control themselves, without making them feel like they are bad or shameful.

Good discipline helps a child develop independent thoughts and actions. A child learns discipline through experience and observation. It is important to set good examples for your child. A child will act and react to someone else's behavior and observe the results. When similar situations occur the child will act and react similarly.

Knowing certain factors in a child's life will often explain a child's reactions. These factors, along with others can affect a child's behavior. Knowledge of these factors and consideration of the child's age are important when dealing with behavior. All factors are considered when discipline and guidance are necessary.

Each child and their family are individually unique. Every situation will depend on each child's needs. This creates many ways to help a child learn or understand a particular behavior. Talking to a child and demonstrating what you mean are ways of teaching positive behavior. Giving children win/win choices, where either choice is right can help a child decide when or how he/she will do something.

We will make a persistent and consistent effort to help children see the cause and effect of their behavior and guide and discipline whenever necessary.

Punishment is appropriate only for repeated misbehavior. Acceptable punishments are removing the child from one play area to another, limiting play privileges and using "Time Out". "Time Out" provides the child an opportunity to think about appropriate behavior. It should last 1 minute per year of age, must be in sight of an adult, and preferably be located where the child can see other children.

## **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 themselves.  
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 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 also be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (one to two week 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.
- 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 and be given written copies of the disruptive behaviors.
- 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 or by local school district child study team.

## **DISPENSING MEDICATION POLICY**

### **PRESCRIPTION MEDICATION**

Prescription Medication can only be dispensed to your child with prior permission from the Director and with a signed consent form from the parent or guardian.

The Medication Consent Form for prescription medication must be completed and signed each day that the medication is to be dispensed, except when the child is on a long-term maintenance treatment.

The Consent Form can then be signed to cover the whole week and will be initialed each day by the teacher that administers the medication. A doctor's note of authorization must be received before this procedure can be put into action.

### **NON-PRESCRIPTION MEDICINE**

Non- prescription medication can only be dispensed to your child with a doctor's note of authorization and it must be received before this procedure can be put into action. Make sure your doctor includes the dates.

The Medication Consent Form for non-prescription medication must be completed and signed each day that the medication is to be dispensed, except when the child is on a long-term maintenance treatment.

The Consent Form can then be signed to cover the whole week and will be initialed each day by the teacher that administers the medication.

## **NEW JERSEY LAW AGAINST DISCRIMINATION (LAD)**

First Class Learning Center will comply with the applicable provisions of the New Jersey Law Against Discrimination.

Anyone who believes that the center is not in compliance with this law may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing a LAD claim at (609) 292-4605. TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701.

## **FIELD TRIP POLICY**

Field trips are scheduled throughout the school year to enhance the educational curriculum. These trips are not a requirement, but a privilege. Any child, who does not meet the classroom teacher's standards for behavior or attendance, will be excluded from the field trips. If a child is not allowed to participate, contact will be

made with the parent prior to the trip and other classroom arrangements will be made. In order for any child to participate in a field trip experience, the center must have a permission form signed by the parent or guardian. These forms must be sent home prior to each field trip.

### **Policy for Chaperones**

Field trips are intended to be learning experiences for our students. These trips are not meant to be family outings. We need the cooperation of parent chaperones in order to maximize the learning that these trips can provide. We must also take into account the safety of each and every one of our students when we venture outside the school grounds.

We must take into consideration the requirements of the facilities that we visit. Many facilities do not permit certain ages or large numbers of adults to attend. We would also like to have as many parents as possible have a turn to be a chaperone, so this may eliminate the possibility of a parent attending more than one field trip in a year.

### **Regular Field Trips**

- In most cases, only one parent or legal guardian of at least 18 years of age may volunteer to chaperone a trip.
- Chaperones must pay their own way whenever a fee is involved.
- The number of chaperones for each field trip will be determined by the teacher and the guidelines of the facility to be visited.
- If a class already has the appropriate number of chaperones, parents may not drive separately and meet at the facility.
- Parents may not smoke or be under the influence of alcohol or drugs when acting as a chaperone.
- Younger children/siblings may not attend any field trip.
- In most cases, time is not built into any trip for purchasing "souvenirs" or snacks. Individual groups should not be shown preference over others in this area. Please do not bring or buy anything (toys, snacks, etc.) for the students on any trip unless it is on the teacher's agenda.

**We welcome you to First Class Learning Center and thank you for choosing us as the first step to your child's growth and development process!**

**PARENT ACKNOWLEDGMENT FORM**

**I have received and read** the First Class Learning Center Parent Policy and Procedures Handbook.

I expect to be guided by the policies and procedures contained therein. I also understand that any or all the provisions contained in the Parent Policy and Procedures Handbook may be modified, amended or eliminated by **First Class Learning Center** any time with or without notice.

\_\_\_\_\_  
**Print Child's Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Print Name**

**Date** \_\_\_\_\_