

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. 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, New Jersey 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 by calling toll-free 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 parent(s) 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 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 <http://www.cpsc.gov/cpscpub/prerel/prerel.html>. 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: 1-877-NJABUSE (1-877-652-2873). 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.gov/DCF and select Publications.

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) fail to pick up the child at the time of WRC Nursery School's daily closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact parent(s) or person(s) authorized by the parent(s); and
- 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, WRC Nursery School shall ensure that:

- The child may not be released to such an impaired individual
- Staff members attempt to contact the child's other parent or an alternative person authorized by the parent(s); and
- If WRC Nursery School 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.

POLICY ON DISCIPLINE

Here at WRC Nursery School we believe in a positive approach to guiding children's behavior. One of the goals of discipline is to help children develop internal controls. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior. Corporal punishment is not permitted.

Our staff is trained to help your child, by word and example, to realize that the following actions are not desirable behavior:

- Hitting or harming other children or adults
- Teasing or name calling
- Leaving the group without accompaniment by a staff person or parent
- Harming school property, or property of another person

Guidance and discipline techniques used include the following:

- Setting clear and enforceable limits
- Modeling acceptable behavior
- Recognizing children's individual needs and efforts
- Anticipating and eliminating potential problems
- Redirection
- Good timing of teacher intervention
- Planning the daily schedule to allow a successful mixture of choice and structure
- Use of natural and logical consequences

Children may be invited to work independently for a short time in order to regain self-control. In those cases, the child has an open invitation from the teacher to return to the group when ready. Any separation from the group will always be within sight and hearing of the staff, and the length of time will be related to the child's age and maturity. Parents will be informed of any separation from the group.

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:

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- ◆ Staff will try to redirect child from negative behavior.
- ◆ Staff will reassess classroom environment, appropriateness 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 parent will be given literature or other resources regarding methods of improving behavior.
- ◆ The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- ◆ Recommendation of evaluation by local school district child study team.

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.

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.
- ◆ Other (explain)

CHILD'S ACTIONS FOR EXPULSION

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

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 child care (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.

NUT-FREE POLICY

The WRC Nursery School is committed to providing a safe environment for all of our students and staff. We understand that many of our students with allergies are not old enough to make informed choices about what should go into their mouths and are therefore less able to self-manage their allergies. Students with peanut/tree nut allergies could have a serious allergic reaction from contact with even a microscopic amount of a particular allergen. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her. For this reason, we are a completely peanut/tree nut-free school and require that no peanuts or tree nuts be brought into our school for snacks or lunch.

We also require that special treats for class parties and special occasions be peanut/tree nut free. It is safer to use packaged food items with ingredient labels, as opposed to home-baked goods. If you choose to bake, use an allergen-free mix. Because inadvertent cross contamination can trigger an allergic reaction, when home baking with a mix, please make every effort to clean all surfaces and utensils. For your reference, we have compiled a list of items that are safe for children with nut allergies. You will find this on our website, WRCNS.org.

Because ingredient lists change frequently we are very cautious when giving a list of “safe packaged food”. Always make sure to check the labels on the food you are sending to school whether it is for your own child’s lunch or to share at a class party.

You **MAY NOT** send foods with the following warnings on the label:

- Contains (or may contain) tree nuts or peanuts in the ingredient list
- Made on equipment that processes tree nuts or peanuts
- Made in a facility that processes tree nuts or peanuts

When sending in items to be shared with other students, please be sure to include the ingredient label or box for our reference.

We appreciate your cooperation with this policy – not having nuts or nut products in the school is a small sacrifice to make compared to the consequences a child with severe allergies could face.

POLICY ON SCHOOL CLOSINGS

The WRC Nursery School follows the weather closing schedule of the Wyckoff Public school system.

Closings, delayed openings and early closings will be communicated via:

1. The *Wyckoff Reformed Church Nursery School* closed FaceBook page
2. An email from the school or your child's teacher

If the Wyckoff public schools call for a delayed opening, the WRC Nursery School opening time will be 9:45am.

There will be no tuition refunds, adjustments or added days of school for inclement weather closings.

POLICY ON USE OF TECHNOLOGY AND MEDIA

The Wyckoff Reformed Church Nursery School believes that young children learn best through direct interaction with people and materials, in activities they choose and shape themselves, and which spur them to reflect on what they are doing and learning.

Technology and media will be used in moderation to supplement, not replace, hands-on learning with real materials that provide a full range of physical, sensory, intellectual, and social experiences.

POLICY ON DAILY REST

The Department of Children and Families, Office of Licensing requires any child who attends the WRC Nursery School for four or more consecutive hours to have a period of rest or sleep. In keeping with this policy, we provide the children who stay for Lunch and Play or other enrichment classes with 30 minutes of down time.

Our school provides each child with a mat to be used for this rest period. Although these mats are sanitized after each use, it has been brought to our attention that it is also required that each mat have a covering such as a sheet. For this reason, children participating in Lunch and Play or enrichment classes must provide a crib sheet to be placed over the nursery school mats.

Please provide a crib sheet labeled with your child's name and in a Ziploc bag. This sheet will be stored in the Lunch and Play room and will be used on days when s/he is present for rest time. Thank you in advance for helping us provide the best care possible for our children.

POLICY 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
- Diarrhea
- Episodes of vomiting
- Elevated oral temperature of 100.5 degrees Fahrenheit
- 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

Once the child is symptom-free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases **MAY NOT** return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

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

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

** Note: If a child has 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.

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

IMMUNIZATION REQUIREMENTS

The New Jersey Department of Health and Senior Services has revised the immunization rules, requiring additional vaccines for pre-school and licensed child-care center attendance.

Please note that for pre-school aged children the two new vaccines that are required for attendance are the Pneumococcal and Influenza vaccines.

If you have any questions concerning these requirements, please contact your pediatrician.