

Lil' Stallions Family Handbook 2015-2016



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Program for Infants-Waddlers-Toddlers

St. Theresa School wants to be partners with you, the parent, who entrust your child(ren) into our care.

Our Programs provide loving and nurturing environments for children who are six-weeks old to approximately 36-months old.

The option of a full-day program allows your child(ren) to develop a sense of security with their environment while you are at work.



Our Infant Room

In the Infant Room, each child has an Individual Plan crafted by you, the parents. Teamwork between home and the Infant Room is vitally important, and our Caregivers provide careful attention to following your child's Plan for sleeping and eating. The needs of infants are ever-changing, which makes communication between home and Caregivers an essential element in each child's care and education.

From birth, babies are learning at an amazing rate. They are investigating sights, sounds, and textures. At *Lil' Stallions* Daycare, we provide a rich environment full of opportunities for little ones to actively explore and master their world. They are surrounded with attentive Caregivers who respond to their needs, fill their day with responsive interactions and language, and give each baby the nurturing that is important to developing a sense of trust. Caregivers read to, hold, play with, challenge and love the infants all day long. Younger infants are encouraged to reach, grasp, kick, hold, pull, creep, and crawl. Older infants work on walking, feeding, gripping, tossing, climbing, pushing, and pulling. All babies explore texture, color, patterns, size, shape, taste, and weight. Cognitively, they learn object permanence, spatial relationships, cause and effect, and problem-solving. Through adult-child conversations, reading, finger-plays, singing, and music, the infants are immersed in a language-rich environment. They explore art, movement, pretend-play and role-play. Each infant's day is full of diverse, developmentally-appropriate activities designed just for them.

Each infant is provided with his/her own crib. At bottle-feeding time, the babies are always held. When they are ready for solid food, we have individual high-chairs to encourage self-feeding skills. When you decide that your child is ready for finger food, food and snacks are sent from home in order to assure continuity of feeding and food choices.

We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet your infant's basic needs, we create a healthy and safe environment. We believe diaper time is a time for wonderful interaction with the infant. The Caregivers spend time talking with the babies and further develop a sense of security and trust. Each family provides the diapers, wipes, and ointments that you wish to be used. Every infant is changed every two hours or more often if needed.

Although you are away from your child during the day, you will know what your infant's day was like through the written report you receive at the end of the day. This report lets you know about diaper changes and feeding and nap times. It supplements the conversations you have with the Caregivers at the start or end of each day. Our Caregivers try to always be available either at drop-off or pick-up times.

Caregivers and Ratios

The Caregivers oversee the care of the babies. Their responsibilities include, but are not limited, to:

- Feeding the child and following his/her individual schedule
- Diapering the child
- Recording any unusual incidents involving the child and ensuring that the child's parents are informed

New Jersey State law mandates a ratio of 1:4 in the Infant Room.

If a parent has any questions or concerns, the Caregivers will be happy to discuss them. All changes in your baby's schedule, feeding requirements, etc... should be communicated to the Caregivers. These changes should also be noted on the child's Daily Log.

Infant Sleep Positions and Crib Furnishings:

The American Public Health Association and the American Academy of Pediatrics have written guidelines for child-care centers called *Caring for Our Children – National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs*. They suggest using the following rules regarding infant sleep position and surroundings:

- ❖ Infants under 12 months of age shall be placed on their backs on a firm, tight-fitting mattress for sleep in a crib.
- ❖ Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- ❖ All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- ❖ If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- ❖ The infant's head shall remain uncovered during sleep.
- ❖ Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).
- ❖ When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- ❖ Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

Families can request to sign a release for use of Crib Furnishings. Families may also request an Infant Sleep Position Release which **MUST BE SIGNED BY A DOCTOR AND BOTH PARENTS**. Both of these Releases are highly discouraged for the safety of your infant.

The Infant Room is Shoeless:

Infants spend a good amount of time crawling and playing on the floor.

Therefore, shoes are NOT to be worn in the Infant Room. Please remove your shoes before entering the room to drop off and pick up your child in order to help keep the floor clean. If you prefer, or are not wearing socks or stockings, you can wear shoe covers, over your shoes, provided by us. Bare feet are not allowed in the Infant Room.

If your baby is pulling up or mobile, please provide a pair of indoor booties or socks with grips so that your child has traction.

Our Waddler & Toddler Rooms

- Our Waddler Room is intended for children aged approximately 12 months to 24 months.
- Our Toddler Room is intended for children aged approximately 24 months to 36 months.
- Both rooms are designed for children who are now climbing, walking, exploring the world through movement and play

Small and large motor skills are improved and refined throughout the program. Manipulatives such as large Legos and puzzles are always available for the toddlers to choose. Movement activities take place at Circle Time. Our playground is equipped with age-appropriate equipment allowing the children to climb, jump, slide, run, and ride. Weather permitting, the children go outside each day.

The children experience art through various media, for example, crayons, markers, paint, finger-paint, clay, etc... Our art activities for both Waddlers and Toddlers are child-directed, allowing the child to develop skills and to experience art on his/her own as opposed to learning to copy an adult-made prototype. Materials in the rooms further promote language development and early math.

In both the Waddler and Toddler Rooms, snack and lunch are served as a group activity. Each day there is a morning and afternoon snack provided by the child's parent. The children bring their own lunch from home as well. Parents have the option of ordering from the school's cafeteria menu. Snack and lunch times are special opportunities for the children to learn social skills and manners.

Naptime is in the early afternoon after lunch. Each child is provided his/her own toddler-sized cot. Parents should send a crib-sized sheet and a blanket. They are sent home on Friday and a clean set must be brought in on Monday.

For naptime, the lights are turned down and quiet music is played to help the children rest. The Caregivers may gently rub backs to help the children fall asleep. After resting on the cot, a child who does not sleep is allowed to choose a book to read until naptime is over.

Toddlers are beginning to control their world. They are asking the adults in their world to "help them do it all by myself." During this wonderful time, they are developing many self-help skills, including feeding themselves, using the toilet, dressing themselves, drinking from a cup, etc... Our environment removes many of the obstacles to learning these skills: our tables, chairs, cubbies, cots, and shelves are designed for toddlers. Our toilets and sinks are child-sized, with stools. The toddlers are encouraged to try to put on their own coats, shoes, socks, and clothing. We believe that

through patience and breaking down tasks into small steps, most toddlers can learn appropriate independence. Our program of developmentally appropriate activities helps to nurture a positive "can-do" attitude.

Toilet Learning

An important accomplishment for children in the Toddler Room age-group is toilet-learning. Many factors enter into the decision of when and how toilet-training should occur. A child must be physically, mentally, and emotionally ready before training can begin. The most positive toilet learning only occurs when the child shows signs of readiness and interest or curiosity. Children being potty trained need to wear Pull-Ups. Children that are already fully trained should understand the physical signals that mean he/she has to go. The child can tell you before it happens or even hold it until he/she has time to get to the potty.

The most important factor in making this experience successful and as low-stress as possible is a partnership between parents and Caregivers. Through this partnership, we support the child's effort. Toilet-training in the Toddler Room serves only as reinforcement for what is already happening at home.

Caregivers and Ratio

The ratio for Caregiver to Waddler is 1:5/Toddler is 1:6. The Caregivers interact with and care for all children in the Rooms.

If a parent has any questions or concerns, the Caregivers will be happy to discuss them. Any changes in your child's routine should be communicated to the Caregivers/Room Manager. These changes should also be noted on the child's Daily Log.

Transition into Daycare

At St. Theresa School, we understand that every new beginning in both a child's and family's life is very important. At times, adjusting to new routines, new people, and new procedures can be difficult. We are committed to helping everyone involved in the transition from home to school feel comfortable and we aim to make the transition as smooth as possible.

Therefore, we are happy to meet with you and give you all the necessary information regarding our Program, policies, and procedures. Our staff is always available to answer your questions or respond to your concerns.

We also believe it is important that you have the opportunity to meet the Caregivers, visit the school building and your child's Room, and meet other families when possible so that your first days have the comforting feel of the familiar.

Furthermore, through the enrollment packet, we receive information from you about your child in order to help us know your child's preferences, habits, and developmental history prior to his/her first day.

Our staff is experienced in “First Days” and are delighted to help you and your child feel comfortable from the first moment you walk through our door!

For more helpful guidance and school procedures for First Days, please see pages 8-9.

Enrollment in Lil’ Stallions

Parents interested in enrolling a child at St. Theresa School should submit a Pre-Enrollment Form with a \$100 registration fee. Your spot is guaranteed when we receive your Pre-Enrollment Form and registration fees.

Upon acceptance, you will be given an Enrollment Packet which contains all the necessary forms for completion and the *Family Handbook*.

All children who attend St. Theresa School’s Lil’ Stallions Daycare must have the following forms on file prior to their first day.

Required Forms - The following forms must be on file in order for Enrollment to be complete:

1. Parent Enrollment Agreement
2. Emergency Contact Form
3. Authorized Child Release Form
4. Emergency Medical Authorization and Consent
5. Phone, Email, and Address Release Authorization
6. Permission to Photograph Form
7. Authorization for Non-Prescription Diaper Ointment
8. Sunscreen and Insect Repellent Use Permission
9. Allergy Information
10. Child’s Developmental History
11. Universal Child Health Record/Immunization Record
12. Parent Release and Indemnity Agreement: Infant Breast Milk Bottle (for Infant Room)
13. Handbook Receipt Acknowledgement

Optional:

Infant Crib Furnishing and Materials Release and Indemnity Agreement
Infant Sleep Position Release

Tuition Policy

There is a \$100.00 non-refundable fee for all first-time enrollments, payable with your completed pre-enrollment form.

Your weekly tuition fee is paid in advance, due on each Friday for the following week. Payment of your weekly tuition is expected by 6:00PM closing time on Monday. After that time, your account will be charged a late payment fee of \$25.00 per week. Failure to pay your tuition, or any other charges when due, gives St. Theresa School the right to terminate child-care services.

A security deposit equal to two weeks’ tuition is required when signing the Parent Enrollment Agreement. The security deposit may be used for the last two weeks of care providing proper notice is given and your account is in good standing.

The Daycare Program’s operating hours are from 7AM to 6PM, Monday through Friday. You must notify us if you will be picking up your child late. The fee for late pick-ups is based on the current fee schedule.

The charge for returned checks is \$45.00. After two returned checks, only cash or money orders will be accepted.

There will be no adjustments to your weekly tuition for any reason, including holidays, sickness, or vacation days. Payment is expected in full.

Arrival and Pick-Up

Parking and Entering the Building

When the St. Theresa School children are not using the parking lot for recess and/or gym, Daycare parents may enter the parking lot via N. 22nd Street. Please ring the secure video-and voice-equipped bell at the side door and a Caregiver will release the door for you.

Please hold your child’s hand at all times in the parking lot.

Arrival

Lil’ Stallions Daycare opens at 7:00 AM each morning. Upon arrival at the Room, you must “clock” in your child on the time clock. Parents **must always** accompany their children **in and out** of the Room. Please make sure to share any information that the Caregivers will need during the day in caring for your child.

First Day

If your child has never attended Daycare before, please feel free to come a little early and spend some time helping your child adjust. After the first day, it is best to develop a routine in the mornings to help your child prepare for the day ahead. Remember within the first ten minutes, the crying usually tapers off. If it doesn’t, be assured we will contact you.

Adjustment periods vary, but most children are fully adjusted and accustomed to the Daycare routine within the first two weeks.

For a Smooth Separation

When you arrive, plan to spend a few minutes with your child. Before you leave the Room, be sure to say good-bye, then follow through and do leave. Returning to the Room actually makes it much more difficult for your child and you!

When you depart, your child may cry and protest. This is part of the normal developmental process of establishing an independent, autonomous existence. The intensity of a child's distress seems to depend mainly on the child's personality and temperament. Children may show this kind of behavior at the initial separation. As they become familiar with the Caregivers and routines in the classroom, their protest and crying will taper off. If you are experiencing difficulties in this area, please let one of the Caregivers know. You are always welcome to remain a few extra minutes until you are comfortable leaving.

Pick-Up

Parents are to park in the parking lot or side street, pick up your child from the Room, and clock out upon leaving.

Policies on the Release of Children

St. Theresa School (STS) will not release a child to any person other than his/her parents, legal guardians, or those people listed on the Authorized Child Release Form or the Emergency Contact Form filled out at the time of enrollment unless the child's parent or guardian notifies St. Theresa School in advance, following the guidelines below:

- If the person picking up the child is listed on one of the forms, then the parent or guardian must notify STS verbally. Written notification is preferred.
- If the person picking up the child is NOT listed on the forms, then the parent or guardian must notify STS in writing.
- **Photo identification will be required of any person picking up your child.**

If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, documentation to this effect must be submitted to the Director who will 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) 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 of harm if released to such an individual, the following procedures will be followed:

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the Daycare's daily closing time, staff members will attempt to contact the parent(s) or person(s) authorized by the parents. If, after an hour of closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the Daycare, the staff member shall call the Division's 24-hour Child Abuse Hotline 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.

Communication

Communication is key to any successful relationship. Therefore, our Program promotes an open channel of communication in many ways:

Written communication—Log sheets will be filled out for every child. They will include information about eating, sleeping, diapering or toileting as well as a summary of your child's day. Parents are asked to fill out the top portion at the beginning of each day.

Verbal communication – Daily verbal communication between parents and Caregivers is encouraged. This can take place in person or through telephone calls. Each Room is equipped with a landline and cell number available for this purpose.

E-mail communication – E-mail is another means of communicating between parents and Caregivers. E-mails will be responded to in a timely fashion.

- * **When contacting us to let us know your child will be out for the day, please also let us know the reason for your child's absence.**

Sharing Important Information

We hope you will feel comfortable enough to share important information with us that will help us best care for your child, for example: if a loved one has passed away, a pet has died, perhaps the day began with some struggle at home with your child or another member that affects your child, or there is an illness at home. Having this kind of information may give the Caregiver a frame of reference for meeting your child's needs as well as some insight into his/her behavior. Please be assured that all information will be kept confidential and for the purposes of caring for your child only.

Illness Policy

Children in any child-care setting average eight to ten respiratory illnesses in the first few years.

Our program is only equipped to serve “WELL CHILDREN.”

The decision as to what constitutes “ill” will be based on the observation of the Caregivers and the Director.

St. Theresa School is pro-active in the fight against the spread of illness. This includes consistent practices of hand washing, cleaning, and disinfecting. In addition, the following guidelines have been established to determine whether or not a child can be admitted or allowed to stay in the Daycare on a particular day. Each child will be observed upon arriving and throughout the day.

IF THE HEALTH OF THE CHILD IS IN QUESTION, THEN THE CHILD WILL NOT BE PERMITTED TO STAY.

If a child is not well enough to play outside, then he/she cannot come to Daycare since we do not have one-on-one Caretaker availability or a place for him/her to stay indoors while the others are outside.

Illnesses/Communicable Disease Policy

Under **NO CIRCUMSTANCES** will St. Theresa School serve or admit any child who has any illness, symptom of illness, or disease that a health-care provider has determined requires the child to be:

- confined to home under a health care provider’s immediate care; or
- admitted to a hospital for medical care and treatment

St. Theresa School (STS) will not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to STS unless medical diagnosis from a health care provider, which has been communicated to STS in writing, indicates that the child poses no serious health risk to himself/herself or to other children. Such illnesses or symptoms of illness include, but are not limited to, the following:

- Severe pain or discomfort
- Acute diarrhea, characterized as twice the usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- Two or more episodes of acute vomiting within a period of 24 hours
- Oral temperature of 101.5 degrees Fahrenheit or higher, or axillary temperature of 100.5 degrees Fahrenheit or higher in conjunction with behavior changes
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge

- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck

ONCE THE CHILD IS FEVER-FREE AND SYMPTOM-FREE FOR 24 HOURS WITHOUT MEDICATION, OR 48 HOURS AFTER STARTING AN ANTI-BIOTIC, OR A HEALTH CARE PROVIDER INDICATES THAT THE CHILD POSES NO SERIOUS HEALTH RISK TO HIMSELF/HERSELF OR TO OTHER CHILDREN, THE CHILD MAY RETURN TO STS.

If a child who has already been admitted to STS manifests any of the illnesses or symptoms of illness specified above, we will remove the child from the group of well children to a separate area until he/she is picked up by the parent or designated guardian. The child **MUST** be picked up within an hour.

STS may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at STS.

STS will not permit a child with an excludable communicable disease, as specified in the table below, to be admitted to or remain at STS until:

- a note from the child’s health care provider states that the child has been diagnosed and presents no risk to himself, herself, or to others;
- STS has contacted the Communicable Disease Program in the State Department of Health and Senior Services or the local health department pediatric health consultant and is told the child poses no health risk to others;
- STS obtains a note from your child’s doctor stating that all sores have dried and crusted in case of chicken pox.

Table of Excludable Communicable Diseases

Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenza	Giardia Lambia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	Coxsackie
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

If your child has been absent for more than three days, then a doctor's note stating that your child is approved for return to Daycare is required.

Attendance by children known to be infected with Human Immunodeficiency Virus (HIV)

- STS will admit a child known to be infected with HIV (also known as HTLV-III or LAV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS).
- STS will not exclude a child known to be infected with HIV in order to protect him or her from possible exposure to the infectious diseases of other persons at STS.
- STS will not exclude a child solely for the reason that such individual lives with or is related to a person known to be infected with HIV.
- The Director will maintain the confidentiality of any child known to be infected with HIV.
- STS will not require the routine medical screening of children in the center to detect the presence of HIV.

Prevention of Illness

Because young children are vulnerable to infectious diseases, we encourage you as the parent to be aware of our health policies as stated. Prevention of illnesses or contagious diseases is critical.

We encourage you to:

1. Do a brief assessment of your child's health each morning.
PLEASE DO NOT BRING A SICK CHILD TO ST. THERESA SCHOOL.
2. Provide disposable (rather than cloth) diapers.
3. Provide wipes.
4. Be aware that low-grade fevers may be associated with an infection or illness and may not be "just teething".
5. Keep emergency cards in the school office and your child's Room up-to-date.
6. Dress your child appropriately, according to weather, etc... They will be going outside weather permitting.
7. Be aware that on short notice you, or someone on your Emergency Contact Form, may have to pick up your child within an hour due to illness.

Administration of Medication

Saint Theresa Daycare strongly discourages the administration of either prescription or non-prescription medication in school. If it is absolutely necessary, however, for your child to receive medication while under school supervision, only the parent or designated adult may come to the school and administer the medication.

Sanitation Procedures

At St. Theresa School, we follow all Universal Precautions to reduce illnesses and maintain a healthy environment for the children and families.

Parents must supply **disposable** diapers and wipes. All changing areas have running water and are disinfected after each use. Caregivers wear fresh gloves each time they change a diaper. Every

precaution is made to keep the diaper changing areas as germ-free as possible and to avoid any chance of cross-contamination.

Toys are removed from the environment and sanitized immediately if they have been mouthed by a child. Tables and chairs are washed and sanitized before and after eating and at other times during the day as needed. Our shelves and toys are cleaned and sanitized frequently. All machine washable items are washed at least once per week or more often as necessary.

Clothing & Belongings

We ask that all clothing be appropriate for active outdoor and indoor play. We do many fun activities, and although children always have access to smocks and are asked to wear them for activities, there may be mishaps. We ask that you leave at least one complete outfit for your child, including extra socks, shoes and underwear at school. Since children grow so fast, it is important to check the fit and weather appropriateness of these extra clothes from time to time.

Please dress children in clothing appropriate for the season since we play outdoors every day, weather permitting. In the summer, please include extra shorts and tee shirt or a swimsuit for water play.

Children should always have a full change of clothes in their cubby. Please LABEL your child's clothing and belongings, especially items which could be mixed up with another child's, especially outerwear.

To enable the children to play safely, please do not send them in open toed shoes or slings. Jackets and "hoodies" may not have a drawstring. Please do not send your child to school with necklaces or hoop earrings.

Always label everything with your child's name.

Outdoor Play

Outdoor play is a special part of the child's day at STS. Fresh air and exercise are important to the total health of your child and to our curriculum. We go outside every day that the temperature is 32 degrees or above and there is no rain or sleet. Infants go outside when it is 45 degrees or warmer and there is no significant wind, rain, sleet, or snow. Children well enough to be in our Daycare Program are well enough to go outdoors.

Birthdays and Other Celebrations

We encourage healthy treats if parents plan to bring in food to share with the class. Please make sure there is enough for everyone and it is totally nut-free. For suggestions on snacks, please contact the Director or Caregivers. Also, please make these arrangements in advance in order to avoid any conflicts.

No birthday invitations can be given out in class unless all the children are invited. If all are invited, then the invitations may be placed in each child's mailbox.

WE ARE A NUT-FREE PROGRAM.

Holidays and Closings

Lil' Stallions is closed for the following holidays:

- Martin Luther King, Jr.'s Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving: Wednesday at 3:00, all day Thursday and Friday
- Christmas Eve and Christmas Day
- New Years' Day

If a holiday falls on a Saturday or Sunday, St. Theresa School will close on Friday or Monday. The School will be closed for two weeks in August for maintenance and summer cleaning.

Snow Days / Emergency Closings/ Other Closings

While every effort will be made to keep the Daycare open, St. Theresa School will close at the discretion of the Director in conjunction with the Principal of St. Theresa in case of inclement weather or an unforeseen emergency. We will notify parents as early as possible using the "Honeywell" alert system regarding any such closings. In case of an early closing, parents are required to arrange a pick-up for their child within one hour of being notified; otherwise, late pick-up fees will be charged.

Family Vacations

Please notify us in advance, at least two weeks, when you plan to take vacation and your child will not be in Daycare. The full weekly tuition and pre-payment should be made in order to avoid late fees or losing your spot.

Discipline Policy

Lil' Stallions Daycare, as part of St. Theresa School, a Salesian school in the Archdiocese of Newark, implements St. John Bosco's philosophy of Reason, Religion, and Loving-Kindness in our interactions with the children and with one another.



With Christ and Mary as our examples, the St. Theresa community grows in a family atmosphere in which each child experiences behavioral guidance with respect and exceptional love.

The Caregivers use positive discipline which includes the following:

- communication with children using positive statements
- an environment designed to prevent problems before they occur
- alternatives for inappropriate behavior and redirection or diversion of the child's attention to another toy or activity
- consistency in our behavior management approach
- communication with children by getting down to their eye level and talking to them in a calm, quiet manner

Caregivers do not physically restrain children except when it is necessary to ensure their safety or that of others and only for as long as necessary for control of the situation.

No one on the premises is permitted to engage in:

- Corporal punishment
- Harsh or threatening methods of discipline
- Public or private actions that may be humiliating
- Yelling, abusive, or profane language
- Disciplinary actions (rewards or discipline) using food, rest, or toilet-use

Discipline Documentation and Communication with Parents

1. This policy will be distributed to parents and staff.
2. Caregivers will have ongoing communication between home and Daycare regarding all aspects of the care of the child.
3. Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's records.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. An action plan will be developed with specific goals, actions, and time frames.

The following method of behavior modification will be used in the Toddler Room:

1. If a behavior is inappropriate, the child will get a verbal warning and be re-directed.
2. If the same behavior continues, then the child will be placed in a "thinking chair" for a minute per age.
3. After the time has elapsed, the Caregiver will converse with the child about why he/she was in the 'thinking chair'.
4. If the behavior continues, parents will be asked to come in for a conference.

Biting Policy

If a child bites another child, both parents of the children will be contacted and an incident report will be kept on file at St. Theresa School. Both children's names will be kept confidential to protect identity.

If the biting persists, a conference will be required with the parents of the biting child and removal of the child from the Daycare may be asked.

Confidentiality Policy

Confidentiality of information about each child and family will be maintained. Enrollment forms and other information concerning your child and family will be accessible to the parent/guardian, Daycare Director, and staff. Information concerning your child will not be made available to anyone, by any means, without the expressed written consent of the parent/guardian.

Fire Drills and Safety

Emergency fire drills and lock downs are held monthly to acquaint your child with evacuation and safety procedures. This may make a strong impression on your child the first time a drill is conducted, but your waddler or toddler will soon become accustomed to it and know what to do. Each Room has a primary and a secondary evacuation route which are posted in the Rooms.

We use certified evacuation cribs in the Infant Room in order to safely evacuate the babies. We have emergency bags of supplies for each Room that are taken with the children when evacuating. The Emergency Contact information is also taken by the staff when evacuating.

Child Abuse Reporting

All childcare workers are mandated by law to report any suspected child abuse to local authorities. We take this responsibility very seriously.

Anyone who has reasonable cause to believe that a child enrolled in our Program has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is **required** by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1(877) NJ ABUSE.

Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

Termination of Care - -By the Parent

When parents decide to terminate the childcare agreement, they must give one-month's written notice. In the majority of cases, termination of care by the parent is due to reasons such as relocation, a sibling changing schools, changes in a parent's employment, etc...

If, for any reason, the parent is not satisfied with the *Lil' Stallions* Program, every effort will be made to mitigate or resolve the cause. If this is not possible, then the parent and/or Program may choose to terminate the Agreement on a timeline that is in the child's best interest.

-By the Daycare

The child's adjustment to the program and the appropriateness of the particular care arrangement for an individual child may cause concern for the child's well-being. If we do not feel that our Daycare is meeting the child's needs, St. Theresa School reserves the right to terminate the care agreement on a timeline that is in the child's best interest.

Other reasons that may result in the termination of a specific care agreement are as follows:

- Non-payment for childcare services and/or lack of adherence to our tuition payment policies.
- Lack of parental cooperation with the Program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Abusive behaviors and/or verbal threats by parents toward the program staff, other parents, or any child (immediate termination).
- A child exhibits special needs or needs related to serious illnesses that the Program cannot meet. In this case, St. Theresa School will make every effort to involve the parents in order to decide on the best course of action for your child.