



Dear Parents,

Positive Place Preschool's Infant/Toddler Program is designed to create and maintain the highest quality of care that encourages your child to reach his/her fullest potential socially, emotionally, cognitively, and physically. Our qualified staff is committed to providing a loving, nurturing and safe environment for your baby. A stimulating age appropriate curriculum will be implemented daily, providing sensory, language/dramatic play, large and small motor, and musical activities. Children will be encouraged to explore their surroundings and given ample opportunity to express their individuality.

It is essential that infants and toddlers alike are able to form strong bonds and positive relationships with their caregivers in order to create an environment in which they can thrive. Upon enrolling your child, he or she will be assigned to a primary caregiver. It is the responsibility of the primary caregiver to ensure that the individual needs of each child assigned to her are met. She will be responsible for following the personalized instructions for each infant such as feeding and napping schedules. The primary caregivers will also be responsible for filling out the detailed daily report for each child. This report will contain information such as nap times, feedings, diaper changes, and any supplies that your child may need replenished. The daily reports also serve as a means of communication between parents and staff members. We encourage open communication and welcome any questions or concerns.

Yours truly,

Nicole Mariconda

and

Jaimie Williams

Nicole Mariconda
Child Care Director

Jaimie Williams
Director of Early Childhood Education



Infant/Toddler Classrooms General Daily Schedule

7:30-8:30	Arrival/Welcome Time
8:30-9:00	Breakfast/Snack
9:00-9:30	Gross Motor Activities/Outdoors
9:30-11:30	Teacher Directed Activity Time/Sensory Activities
11:30-12:30	Lunch Time & Nap Time Preparation/Quiet Activities
12:30-2:30	Nap Time & Musical Stimulation
3:00-4:00	Snack Time & Gross Motor Activities
4:00-6:00	Children's Choice Time

***Please be aware that our staff recognizes the need for an infant's sleeping and feeding schedule to remain consistent with their schedule at home, and will try their best to accommodate this need by adhering to specified instructions provided on each child's questionnaire. The daily schedule is a sample of the activities each child will engage in throughout the day as part of the curriculum.**



Infant/Toddler Environment

Our Infant Toddler Classroom is set up to meet the developmental needs of the children in our program. There are areas containing various materials designed to stimulate language skills, large and fine motor skills as well as promote sensory exploration. The children will have social interaction not only with their caregivers but with the other children as well.

Clothing & Supplies (Please remember to label all items clearly)

Parents will be asked to provide the following items for their child:

- A constant supply of disposable diapers and wipes
- Topical ointment and sunscreen (you will be required to sign a permission form upon enrollment regarding topical ointment and sunscreen; we will not apply diaper rash cream without this form).
- Formula in bottles (pre-measured) & food in original containers only, spoons, bottles or sippy cups
- 2 sets of weather appropriate extra clothes that will be kept at the preschool (include a hat for both cold and warm weather)
- Closed toed shoes for children who are able to walk
- 2 sets of bedding (fitted crib sheet, blanket) in a small backpack
Please note that infants less than 12 months old require a **sleep sack and are not permitted to have blankets. Infants over 12 months will sleep on cots**



Feeding Plan

Upon enrollment you will be asked to provide the staff with the “Feeding Instructions Form,” a written feeding plan which includes information regarding the feeding schedule, specific formula/breast milk and nutritional needs. Both formula and breast milk will be heated in bottle warmers. The introduction of new foods must be updated with caregivers as needed. We ask that all newly introduced foods are tried at home for at least 3 days prior to sending it to the center. The feeding schedule will be modified as your baby’s nutritional needs change.

If your child should develop a food allergy or intolerance, please be sure to inform the caregivers immediately. We ask that you provide a doctor’s note stating exactly what foods to which he/she is allergic. All food allergies will be posted.

Infant/Toddler Curriculum

The Infant/Toddler program staff is well trained in the implementation of age appropriate curriculum. The staff will encourage exploration, discovery and independence through a variety of activities. Both infants and toddlers are curious and learn through hands-on play and interaction with adults and other children. The staff will facilitate play throughout the day incorporating visual, physical, emotional and cognitive stimulation.

In addition, your child will be nurtured and shown individual attention and affection throughout the day. This will provide your child with a feeling of security and close physical and emotional attachment. It is very important that caregivers are warm, respectful and understanding during all interaction. This is demonstrated through facial expressions, tone of voice and body language. Also, caregivers who respond gently and swiftly to a crying child help to create a sense of security and a trusting relationship.



Boys & Girls Club of Hawthorne

Please find below a price list for the 2024/2025 school year. Fees are calculated on a monthly basis and all closure dates are calculated into a flat monthly rate. Our hours of operation are 7:30am-6:00pm. **A nonrefundable registration fee of \$85 is required to hold your space.** If you would like to secure a spot, please reach out to Nicole Mariconda or Jaimie Williams to receive a registration packet.

6 weeks -15 month Classroom

Full Time

5 days: \$1,405 4 days: \$1,055 3 days: \$1035

Toddler Classroom

Full Time

5 days: \$1,205 4 days: \$1055 3 days: \$955

2 Year Classroom

Full Time

5 days: \$1,135 4 days: \$980 3 days: \$880

Transitional 3 Year Old Classroom

Full time

5 days: \$1,060 4 days: \$960 3 days: \$860

Part Time

4 days: \$625 3 days: \$510

3 Year-5 Year Old Classrooms

Full Time

5 days: \$1030 4 days: \$925 3 days: \$510

Part Time

4 days: \$610 3 days: \$490

Welcome to Positive Place Preschool!

Philosophy

Positive Place Preschool is a unique child care facility sponsored by the Boys & Girls Club of Hawthorne. We offer a well-balanced, developmentally appropriate curriculum designed to meet the emotional social, physical and intellectual needs of your child.

It is our goal to offer your child a safe place to grow throughout the preschool years. Our program is operated under the guidelines of the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing. Parental involvement and suggestions are always encouraged.

About the Boys & Girls Club

Mission Statement

To inspire and empower young people to realize their full potential as productive, responsible, and caring citizens by providing life-enhancing programs and character development experiences.

Home and School Relations

Positive Place Preschool needs and encourages parental input, support and participation. During the school year, parents will have the opportunity to participate in their child's school experience in a variety of ways. Parent-teacher conferences will be held upon request. An annual Back to School Night will be held. Parents may volunteer to participate as a class parent to help plan and promote special events. Parents with special talents, hobbies, careers, heritages, etc. are encouraged to share them with us. This kind of participation will help to enrich our program and make it truly unique.

Removal of a Child

Occasionally, it may be necessary to ask a family to leave our center. This may be due to non-payment of tuition, the child's behavior, health or differing child care philosophies.

Holidays

As a child care center, we will be open throughout the twelve months of the year. A list of holidays will be distributed the beginning of each school year.

Emergency School Closings

Positive Place Preschool will be closed when the Hawthorne Public School system is closed due to inclement weather. In addition, we may operate on a delayed opening schedule or we may close early for the day. Parents will be notified by telephone as early as possible. It is important that the staff is ALWAYS able to reach you or an emergency contact. Please keep home, work and cell phone numbers updated!

Arrival and Departure

Parents are required to sign their child in and out of school. A sign in and out book is located in each classroom. Drop off is not allowed during naptime; between 12:30-2:30. Your child will not be released to any unauthorized person without written or telephoned instructions. We will confirm any changes in your scheduled pick-up person. We will ask for valid picture identification if we do not know your designated pick-up person. No one under the age of 18 will be permitted to pick-up a child. Children will not be released to any person who is suspected to be under the influence of drugs or alcohol.

We ask for your cooperation regarding school hours. The school is open for care at 7:30am and closes at 6:00pm. You will be charged overtime if you arrive past closing at the rate of \$20 per half hour or any part thereof. This charge will be automatically added to the following month's tuition.

Clothing

Please be sure to have an extra change of season appropriate clothing in your child's bin. Clothing should be labeled with your child's name. When dressing your child for school, keep in mind that we play outside in all kinds of weather so please dress your child appropriately. Sneakers are strongly encouraged for both inside and outside play, but are required for climbing on our outdoor equipment.

Toys

Please do not allow your child to bring toys or books from home unless for napping or Show and Tell. Check with your child's teacher for Show and Tell procedures. Permitted toys and books stay in your child's cubby until the appropriate time.

Special Events/Field Trips

Periodically, teachers will schedule special events to enrich the program and to provide hands-on experiences for our preschoolers. You will be invited to attend and must give written permission for your child to attend. We need parent participation for the children to have experiences beyond the classroom. If your child is not scheduled for the day of the field trip, it is necessary that someone chaperone the child. In the event someone cannot chaperone, we will make every effort to include the child on the scheduled trip.

Parent Conferences and Open House

Parent conferences are scheduled at the request of the parent or teacher anytime during the school year. Please contact your child's teacher to arrange for a conference in school or by phone. Our teachers are always available to exchange information to help ease your child's adjustment to our school.

Back to School Night is scheduled yearly. The first evening meeting is planned during the fall for parents to visit with the staff and discuss the year's curriculum. A "Spring Sing" is planned in each classroom. It is a great opportunity for parents so listen to your child sing songs and

recite finger plays that they have learned during the school year. All parents are strongly encouraged to attend these parent meetings.

Absences

Please notify your child's teacher if your child will be absent from school; especially if a shared health situation exists. We will report contagious diseases and conditions so you can look for symptoms of illness. There are no refunds for absences due to illness, family vacations or domestic problems and scheduled or emergency closings. *If you child is absent for more than three days due to illness, a doctor's note is required before your child may return to school.*

Disbursements of Medications

Parents may request the administration of prescription or non-prescription medication from time to time. All medication must be stored in the original container. For prescription medications, the original label must be on the bottle including the child's name, the name of the medication, the date it was prescribed or updated and the directions for its administration. Medication (both prescription and non-prescription) will not be administered without the required documentation.

Meals and Snacks

Positive Place Preschool provides a nutritious morning and afternoon snack. We also provide filtered water or milk for snack and lunch. Parents are required to send lunch with your child. Please send nutritious foods: sandwiches, fruits, vegetables, etc. We have access to a microwave, however, please be sure food is ready for heating. If your child's lunch requires refrigeration please be sure to include an ice pack as refrigerator space is limited. Be sure to label all containers with your child's name. Please do not send soda, gum, candy or junk food. Any uneaten portion of your child's lunch will be sent home to ensure you know what your child has eaten during the day. Please be aware that special occasion snacks may be served in the classrooms for holidays and birthdays. Often these snacks are cupcakes, donuts or other types of sweets. You will have the option to bring an alternative snack for your child that day if you do not wish for them to have sweets. Teachers will post all upcoming celebrations.

Curriculum

It is important to remember that children develop at their own pace. We challenge that pace by providing creative learning experiences through a comprehensive thematic curriculum.

Carefully planned and supervised "play" is school work. A creative preschool makes learning fun through games, art and music. Our program is designed to develop healthy, positive self-esteem, self-expression, self-control, independence and group social skills, communication skills, curiosity, joy of learning, fine and gross motor skills and creativity, although not necessarily in this order.

Children in our program will be developing readiness skills. Cutting, writing, projects and puzzles present themselves as a challenge. Social play includes larger groups and shared social activities. Children learn to sit still for longer periods, enjoy stories and songs and develop verbal skills. Pre-math and pre-reading skills are developed through counting and sorting activities and read alouds.

Boys & Girls Club of Hawthorne Safety Policies

Child Abuse: The priority of the Boys & Girls Club Hawthorne is the physical and emotional safety of its members, staff and volunteers. BGCH maintains a zero-tolerance policy for child abuse. Policies and procedures are implemented for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

One-on One Contact Prohibition: The Boys & Girls Club Hawthorne prohibits isolated one-on-one interaction between Club participants and staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club, in vehicles or by phone, text, social media or any other means. (if applicable)

Supervision: The Boys and Girls Club of Hawthorne is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over).

Screening and Onboarding: The Boys & Girls Club of Hawthorne is committed to selecting and retaining effective staff and volunteers to serve our youth. Background checks and screening procedures are conducted in accordance with this policy.

Drug and Alcohol Free Workplace: The Boys & Girls Club of Hawthorne is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone.

Incident Management: Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

Technology Acceptable Use: The Boys & Girls Club of Hawthorne is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Transportation: The Boys & Girls Club of Hawthorne is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. The Boys & Girls Clubs of Hawthorne only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership. (If applicable)

Emergency Operation Plan: Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.

Philosophy of Discipline Statement

In any preschool classroom there is a wide range of behaviors. Children, as individuals, develop unique ways of responding to what goes on around them. As some behaviors are considered to be appropriate, other behaviors are unacceptable. Children will not be disciplined for failing to eat or sleep or for having a toileting accident. The following is our philosophy of discipline implemented at Positive Place Preschool.

1. Our staff believes that children learn best through experience. Our staff is here to guide and help children learn how to cooperate with other people, express themselves, make their own choices and decisions, and build self-esteem.
2. We act as role models for the children of Positive Place. We always need to be aware of our actions and speech so that the children can observe appropriate behavior.
3. The methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children, and applied with the full knowledge of the parent. Children learn four simple rules expressed in a positive way: we talk quietly, we walk inside, we are friendly, and we take care of our toys.
4. If a child's behavior is inappropriate-unsafe physically or emotionally for either the child or others-or the area or material the child is using, we use a positive statement for correction and we talk about what TO DO rather than what NOT TO DO. For example, instead of saying, "Don't hit the doll" we say, "Dolls are for holding and loving.
5. It is important to talk to children in specific terms about their actions and what we can do together to learn the safe, acceptable mode of conduct. For example, instead of saying, "You were bad" we say, "Hitting John hurt his feelings, can you use your words to ask for the toy instead?"
6. Children are never forced to do anything. Instead of using the word "share" which for preschool age children often means giving up what they are using, we ask children to "take turns". Instead of telling children to "say you're sorry", we bring both parties together when a misunderstanding occurs, and ask each to talk about their view of what happened. We then work together to resolve differences so that children begin to learn problem-solving skills and to speak for themselves.
7. When a child does not respond to our suggestions or directions we try to give her/him a choice of solution. For example: "Can you get down from the table yourself or shall I help you?"
8. There shall be no hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse/neglect/exploitation.
9. If, after talking with a child in the appropriate manner, the child is still having difficulty cooperating, he/she will be asked to go to a different activity or area of the room, with an explanation such as: "I'm sorry, but throwing sand is not safe/allowed at the sand table. Please choose something else to play with."
10. After exhausting all of the above methods, if a child is still having difficulty, the child will be asked to sit on a chair to discuss her/his difficulty with the teacher and/or director. There may be a short separation from activity to discuss, rest, relax and reflect. The time may be gauged by one minute per year of the child's age. Children shall not be isolated without supervision.
11. Discipline shall not be associated with the withholding of emotional responses or stimulation nor require a child to be silent. If a child needs to whine, cry, scream, when

feeling distress, we allow the time and tell her/him we will talk when he/she calms down, as long as this poses no danger to others.

12. Discipline is not punishment or enforcing rules, but constructive guidance. Discipline is used as a method of ensuring children's and staff's safety and to help children learn in a natural, constructive, experimental manner the appropriate behavior patterns exhibited in a social situation.
13. We believe that children's behavior is dependent upon children's needs, abilities and concerns, and it is our duty to help guide children in ways that are meaningful to them and support their self-esteem and learning about their part in the world in which they live.
14. If all the abovementioned steps are taken, and a child's behavior is considered unacceptable or dangerous to others a conference will take place with the child's parent/guardian, the child's teacher and the Director or Head Teacher of the center. A joint discipline plan will be the focus. Should the child continue to be a threat to other children or our program, he/she may be withdrawn.
15. We welcome any questions that will help you better understand our philosophy of discipline.

Social Media Policy & Methods of Parental Notification

The Boys & Girls Club of Hawthorne recognizes that social media has become part of everyday life for many individuals and families. It enables families and staff to exchange important information with ease. Program information can be found on our website, www.bgchawthorne.org and on our Facebook page. Each teacher has created a secure account on Shutterfly Share for this purpose as well. You will be invited to the personalized website individually in the beginning of the school year via email if you wish to participate. For mass messaging, the Club uses Call-Em-All Automated Messaging Service. In addition, all of our directors and teachers have email addresses should you have specific questions or concerns about your child.

The Boys & Girls Club of Hawthorne has guidelines that govern the use of social media outlets including but not limited to Facebook, Twitter, Snapchat and LinkedIn as it relates to the Boys & Girls Club of Hawthorne.

- It is important that staff, volunteers and parents demonstrate respect for others and use good judgement when participating in any form of online posting.
- Do not share personal, private or confidential information.
- Do not post pictures of other people's children participating in Boys & Girls Club activities unless you have expressed written consent.
- Misuse of social media can result in disciplinary action.

Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the Boys & Girls Club. If such symptoms occur, the child will be removed from the program, and you will be called to take him/her home. Please have an alternative plan should your child become ill.

Symptoms of illness:

1. Severe pain or discomfort, including sore throat
2. Acute diarrhea: 2-3 very loose bowel movements – must be 8 hours symptom free before returning to the Club.
3. Episodes of acute vomiting: 1-2 episodes – must be 8 hours symptom free before returning to the Club.
4. Elevated oral temperature of 100.4 degrees Fahrenheit - must be 24 hours fever free without medication before returning to the Club.
5. Lethargy
6. Severe coughing
7. Yellow eyes or jaundiced skin
8. Red eyes with discharge
9. Infected, untreated skin patches
10. Difficult or rapid breathing
11. Skin rashes in conjunction with fever or behavioral changes
12. Skin lesions that are weeping or bleeding
13. Mouth sores with drooling
14. Stiff neck

Once the child is symptom-free, 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 unless contraindicated by a local health department or the Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child or staff member presents no risk to himself/herself or others.

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete listing of reportable excludable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Policy on the Release of Children

1. Each child may be released only to the child's custodial parent(s) or person(s) authorized 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;

The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and telephone number shall be maintained in the file.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy in the file.

2. Written procedures to be followed by staff members if the parent(s) or person(s) authorized by the parent(s) as specified in (1) above, fails to pick-up a child at the time of the center's daily closing. The procedure shall require:
 - a. The child is supervised at all times;
 - b. Staff members attempt to contact parent(s) or person(s) authorized by the parent(s) and
 - c. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) have failed and the staff member(s) cannot continue to supervise the child at the center; the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) 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;
3. Written procedures to be followed by a staff member(s) 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 procedures shall require that:
 - a. The child may not be released to such an impaired individual;
 - b. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
 - c. If the center is unable to make alternative arrangements as noted in (1) above a staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Toilet Training Policy

Children are changed and taken to the bathroom every two hours in addition to when the child asks to go on their own. A staff member always supervises children while in the bathroom. Please note: Children enrolled in the 3 ½ year old class must be fully potty-trained.

As it is indicated by both the child and the parent to begin toilet training, the child's diaper is removed and he/she is offered the opportunity to sit on the toilet. We believe in positive rewards and catching a child doing right. If he/she is successful, we reward with praise, hugs, smiles or stickers to show his/her family. If the child is unsuccessful, the diaper is changed and encouragement is provided.

General Principles of Toilet Training

1. Make sure toilet is readily available.
2. Keep clothes simple. Pants with elastic waistbands are best.
3. If child refuses to use the toilet let training go for a few days and try again.
4. Relaxation is important. Praise, smile, encouraging words. Reward immediately.
5. Accidents will happen during and after toilet training. Illness, a change in diet or lifestyle and even insecurity may cause a child to revert. Keep calm and do not give up.
6. Do not frown or show disapproval when your child interrupts you and wants to use the toilet. Do not punish for accidents.
7. Consistency is important here, as in teaching all kinds of skills. Everyone should be following the same techniques, using the same language and giving the same facial and verbal rewards to the child.
8. Teach your child to use toilet tissue, always wiping from the front to the back.
9. Good diet is important for the regulation of stools.
10. Avoid using laxatives unless prescribed by your pediatrician.
11. Use simple language your child will understand.
12. Do not flush the toilet while the child is sitting on it as this may be frightening.
13. End every session with a regular routine of washing and drying hands.

Expulsion Policy

Unfortunately, there are circumstances that arise on occasion, that require a child to be removed from our program. A child can be expelled either on a short term basis or permanently. It is extremely important to understand that our staff will work with the family of the child/children involved in order to prevent this policy from being enforced. The following are circumstances that would require a child to be suspended from the program or permanently removed:

Parental Actions for Child's Expulsion

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness when picking up child/children.
- Physical or verbal abuse to staff.
- Other (explanation required).

Child's Actions for Expulsion

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

Remedial Actions Taken by Staff to Avoid Expulsion

- Child will be redirected in a positive manner from his/her negative behavior.
- A reassessment of classroom environment, activities, and supervision will be conducted.
- Staff will always use positive methods and language while disciplining a child.
- Staff will praise appropriate behaviors.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Notes will be sent home to parent/guardian describing behaviors in detail.
- Parent conferences will be requested.
- Parent will be called to pick up the child.

If the actions above have not proven effective, the child's parent/guardian will be notified verbally and in writing regarding the child's behavior(s) or the parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time when the parent/guardian may work on the child's behavior or to come to an agreement with the child care center. The parent/guardian will be informed regarding: the length of the expulsion period, expected behavioral changes required in order to return, and a specific expulsion date which will allow an adequate amount of time for the parent to seek alternate child care arrangements (approximately one week).

Immunization Policy

Upon enrollment we are required by the state to obtain each child's health and immunization records. The universal health record must be filled out by your child's doctor each year. If immunizations are contraindicated for medical reasons, the center may choose to admit the child, provided that the parent submits to the center a written statement from a health care provider attesting to the following:

- The reason the immunization is medically contraindicated
- The specific time period that the immunization is medically contraindicated.

If immunizations conflict with your religious beliefs, we accept a religious exemption letter. However, children with immunization exemptions may be excluded from the center by the Office of Licensing or the Department of Health during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health. Failure to provide the abovementioned documents will result in removal from the program.

Department of Children and Families Office of Licensing
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information. Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2 investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>. Our center must cooperate with all

DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip. Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 2920422 or go to www.state.nj.us/dcf/