



BOYS & GIRLS CLUB
OF HAWTHORNE

Dear Parents:

Welcome to the exciting world of the Boys & Girls Club of Hawthorne – *The Positive Place For Kids!* It is our goal to inspire and empower young people of all ages to reach their full potential by providing life-enhancing programs and character development experiences.

I am confident that you will be pleased with our program and facilities at Positive Place. Our center's professional staff is available to assist you in meeting all of your needs and I am sure that you will appreciate their dedication and commitment to all of our young people.

The Boys & Girls Club of Hawthorne provides a wide variety of year round programs and services to youth up to 18 years of age. The Club employs a core of full time career professionals who are supported by part time and volunteer workers. We continually strive to be recognized as a premiere youth serving organization in the greater Hawthorne area.

At the Boys & Girls Club of Hawthorne we value your input, participation and support in assisting us to enhance the lives of the children we serve. Welcome to our ever growing Club family!

Sincerely,

John Bertollo

John Bertollo
Executive Director

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. 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.

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 dependant 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. Elevate 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).

Attention Parents!

Please sign and return this page only to the Director upon the receipt and reading of this Handbook.

I have received the Parent's Handbook for Positive Place Preschool. I understand that this Handbook outlines the policies and procedures of the center as guided by the State of New Jersey, Division of Youth and Family Services, Bureau of Licensing. These include (but are not limited to)

1. Release of Children Policy
2. Expulsion Policy
3. Communicable Disease Policy
4. Positive Guidance and Discipline Philosophy
5. Information to Parents Statement
6. Toilet Training Policy
7. Use of Technology and Social Media Policy
8. Methods of Parental Notification

Name of Child _____

Name of Parent/Legal Guardian (please print) _____

Parent/Legal Guardian Signature _____ Date _____