

Children's Learning Center Parent Handbook



Accredited by
the NAEYC Academy
for Early Childhood
Program Accreditation



NEW JERSEY
CITY
UNIVERSITY
2039 Kennedy Boulevard
Jersey City, NJ 07305-1597

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Mission Statement

The Children's Learning Center is a quality facility designed to meet the growing child care needs of NJCU student-parents. The curriculum is developed in response to the children's interests, while facilitating the physical, social/emotional, and cognitive needs of the children. The center offers a preschool class, a pre-kindergarten class, and an after school program. The center provides flexible schedules that are responsive to the needs of student-parents. The center also serves as a training site, providing high quality field experiences for NJCU students.

History and Tradition

The Children's Learning Center was established in spring 1982 as a retention tool for undergraduate students. Open five days a week, the center accommodated children of Jersey City State College undergraduates. The center provided child care services to approximately 45 children between the ages of 2 ½ and 6 years each semester. The staff was comprised of a full-time director and one other full-time teacher, and a part-time graduate assistant.

Fully licensed by the State of New Jersey, the center remains true to its mission as a retention tool. Although the location of the center remains the same, the Children's Learning Center is currently open 5 days per week, 11 months a year to both undergraduate and graduate students of New Jersey City University. Each year the Children's Learning Center provides child care services to over 100 children. The staff is now comprised of one full-time director, three full-time teachers, one part-time teacher, one administrative assistant, graduate assistants, work-study students, interns, and student volunteers.

NAEYC Accreditation

The Children's Learning Center is currently accredited by the National Association for the Education of Young Children. Accreditation is a voluntary process undertaken by programs wanting to demonstrate their commitment to providing high quality early childhood education for young children. In order to achieve accreditation, the center engaged in an intensive self study, which was verified by a visit from a trained validator. After the center was judged to be in substantial compliance with NAEYC criteria, the program was awarded accreditation.

Why choose a NAEYC accredited program?

NAEYC accredited programs have demonstrated a commitment to providing a high quality program for young children and their families. While the accreditation process examines the total program, greatest emphasis is placed on the quality of interactions among staff and children and the developmental appropriateness of the curriculum. Health and safety, staffing, staff qualifications, physical environment, and administration are all reviewed during accreditation, but primary consideration is given to the nature of the child's experience. (For more information about accreditation, please visit www.naeyc.org).

Educational Philosophy

Play is a child's work. Early childhood teachers' work involves understanding, encouraging, and facilitating play in young children's lives. Our teachers consider the most current understanding of child development, children's learning styles, age-appropriate activities, experiential learning, multiculturalism and performance-based assessment in creating curriculum for the children. Our curriculum is child-centered, interest based, and process oriented, allowing children to develop a love of learning and confidence in their ability to learn. Encouraged to think independently and creatively, the children know that they are respected and valued as autonomous and unique. Visitors to the center will find happy children, an environment that allows for independent learning, and teachers who respect and value all children.

Reggio Emilia Approach

The Children's Learning Center is inspired by Reggio Emilia approach to early childhood education. If you are not familiar with this approach, we invite you to learn about it with us. There are a variety of books and articles in the center's library. To get you started, we have also included the following overview, which was taken from a packet of information available at *The Hundred Languages of Children* traveling exhibit:

Hailed as an exemplary model of early childhood education (Newsweek, 1991), the Reggio Emilia approach to education is committed to the creation of conditions for learning that will enhance and facilitate children's construction of "his or her own powers of thinking through the synthesis of all the expressive, communicative and cognitive languages" (Edwards and Forman, 1993). The Reggio Emilia approach to early childhood education is a city-run and sponsored system designed for all children from birth through six years of age. The Reggio Emilia approach can be viewed as a resource and inspiration to help educators, parents, and children as they work together to further develop their own educational programs. The Reggio Emilia approach is based upon the following principles:

Emergent Curriculum: An emergent curriculum is one that builds upon the interests of children. Topics for study are captured from the talk of children, through community or family events, as well as the known interests of children (puddles, shadow, dinosaurs, etc.). Team planning is an essential component of the emergent curriculum. Teachers work together to formulate hypotheses about the possible directions of a project, the materials needed, and possible parent and/or community support and involvement.

Project Work: Projects, also emergent, are in-depth studies of concepts, ideas, and interests which arise within the group. Considered as an adventure, projects may last one week or could continue throughout the school year. Throughout a project, teachers help children make decisions about the direction of study, the ways in which the group will research the topic, the representational medium that will demonstrate and showcase the topic and the selection of materials needed to represent the work.

Representational Development: Consistent with Howard Gardner's notion of schooling for multiple intelligences, the Reggio Emilia approach calls for the integration of the graphic arts as tools for cognitive, linguistic, and social development. Presentation of concepts and hypotheses in

multiple forms of representation -- print, art, construction, drama, music, puppetry, and shadow play -- are viewed as essential to children's understanding of experience.

Collaboration: Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to dialogue, critique, compare, negotiate, hypothesize, and problem solve through group work. Within the Reggio Emilia approach multiple perspectives promote both a sense of group membership and the uniqueness of self.

Teachers as Researchers: The teacher's role within the Reggio Emilia approach is complex. Working as co-teachers, the role of the teacher is first and foremost to be that of a learner alongside the children. The teacher is a teacher-researcher, a resource and guide as she/he lends expertise to children (Edwards, 1993). Within such a teacher-researcher role, educators carefully listen, observe, and document children's work and the growth of community in their classroom and are to provoke, co-construct, and stimulate thinking, and children's collaboration with peers. Teachers are committed to reflection about their own teaching and learning.

Documentation: Similar to the portfolio approach, documentation of children's work in progress is viewed as an important tool in the learning process for children, teachers, and parents. Pictures of children engaged in experiences, their words as they discuss what they are doing, feeling and thinking, and the children's interpretation of experience through the visual media are displayed as a graphic presentation of the dynamics of learning.

Environment: Within the Reggio Emilia schools, great attention is given to the look and feel of the classroom. Environment is considered the "third teacher." Teachers carefully organize space for small and large group projects and small intimate spaces for one, two or three children. Documentation of children's work, plants, and collections that children have made from former outings are displayed both at the children's and adult eye level. Common space available to all children in the school includes dramatic play areas and work tables for children from different classrooms to come together.

Program Goals

- To provide a caring, child-centered preschool learning environment.
- To provide for each child's social, emotional, physical, and intellectual needs and development.
- To create an enriched environment in which learning and cooperating are exciting and rewarding.
- To partner with parents to ensure optimal growth and development for each individual child
- To nourish each child's self-expression and creativity.
- To stimulate each child's self-worth and potential.

General Information

Hours of Operation- Fall and Spring Sessions:

Monday –Friday

7:30 a.m. – 5:00 p.m.

Summer Sessions:

Monday – Thursday

7:30 a.m. – 5:00 p.m.

* The center opens at 8:00 during the Summer-II semester

Location

Hepburn Hall, Room 101

Telephone

201-200-3342

Fax

201-200-3050

Website - www.njcu.edu/dept/eclc/

Center Staff

The Children's Learning Center staff is dedicated to providing high quality early childhood experiences for children. The staff consists of a Director, four teachers, an Administrative Assistant, graduate assistants, work-study students, student teachers, and student volunteers. Please see our staff bulletin board for photos and additional information. Other students who may utilize the center include interns from early childhood education, special education, school psychology, and other campus programs. These students, although always supervised, help with children who need more advanced assistance.

Main teachers all meet NAEYC teacher requirements and student workers, who function as regular teacher's aides in the classroom, are trained by center. All adults who work at the center at least once per week have undergone an extensive application process, which includes both fingerprinting and a child abuse background check. All staff members are required to attend training workshops on a regular basis. In addition, professional staff members attend outside training and also provide workshops for staff members, parents and the community. Any questions concerning the center's staff can be addressed with the Director.

Despite the fact that there are numerous adults working in the program, every effort will be made to ensure that your child can develop positive, consistent relationships with the adults in his/her classroom. Every child will be assigned to a main teacher, who is primarily responsible for overseeing to the care, education, and well being of your child. All student workers develop a schedule, which will remain consistent for the entire

semester. Additionally, student workers are assigned to a specific group of children, where they will remain for the course of the semester. When students return the following semester, a strong effort is made to keep the student employees with the same group of children.

All of the programs have two primary teachers and anywhere from one to five teacher assistants during operating hours. Each classroom consists of approximately 15 children at any given time. The staff-ratio is typically one adult per five children in all programs.

Research & Training

Due to the fact that we are a campus child care center, many students use us as a training site. The center is often used as an observation site for students fulfilling requirements for various courses. In addition, students may need to interact with the children for their class projects. All students doing observations or projects with the children will be supervised by the classroom teacher.

If a student wishes to work with your child one on one, you will receive a consent letter describing the project the student is working on. If you receive a letter, please read it over and, if you decide that you want your child to participate, sign the letter and return it to your child's teacher. If you do not want your child to participate, please let your child's teacher know so the student can select another child for his/her project. Participation in projects is optional, voluntary, and there are no consequences if you decide not to participate.

Eligibility

- Each child must have a parent who is one of the following:
 1. registered as student at New Jersey City University
 2. employed by New Jersey City University.
 3. is an alumni of NJCU
- Full-time students may enroll all operating hours while part-time students may receive up to 20 hours of child care per week.
- A completed application must be returned before your child begins the program. Applications cannot be returned on your child's first day of school.
- Children must be between the ages of 2 ½ and 5 years of age for the day time program and between the ages of 2 ½ and 8 years of age for the evening program. Due to licensing regulations, we cannot accept children under the age of 2 ½. No exceptions will be made.
- A copy of the parent's class schedule must be provided each semester in order to receive the student tuition rate; A copy of the parent's diploma must be supplied in order to enroll as an alumni.
- Each child must have the Universal Child Health Record completed by a physician. Children who require medication for severe allergies and/or asthma and/or other severe medication conditions must provide the center with a written medical plan from the physician. This plan must be updated annually
- Each child must be up-to-date on immunizations. This now includes the flu shot. A copy of the child's immunization records must be attached to the Universal

Child Health Record form. If an immunization for your child is contraindicated for medical reasons OR if your child has religious exemptions, please see the director for additional paperwork.

- Parents must attend an annual orientation meeting with director or a main teacher.
- All forms may be picked up in the office of the Children's Learning Center.
- Parents do not have to be on campus while their child attends school. The center requires parents to complete a parent attendance form, indicating where they may be contacted in the event of illness or an emergency.
- We do provide childcare in case of emergency. See our "Drop-In Policy" for more details.

Registration

Applications may be obtained at the Children's Learning Center. Children are accepted on a first-come first-served basis. Application forms must be completed and returned by the deadlines in order for your child to be enrolled. A \$25 nonrefundable application fee must accompany all new applications. If there is still space available after the closing deadline, children will continue to be accepted on a first come, first served basis.

The Children's Learning Center has a registration fee of \$10.00 per semester. This non-refundable registration is a processing fee. Effective for the Spring 2016 semester, in addition to the registration fee, one week's tuition is required as a deposit to save your child's space. This fee will be applied to the last week of the semester. Payment plans are available. All application forms must be complete and up to date in order to enroll your child. The Universal Child Health Record, Contact Information Update Form, Medical Treatment Release Card, and Video/Photograph Release Form must be completed each year.

If your child attends the center and he/she will be returning the next semester, you must provide us with a copy of your class schedule (if applicable), fill out the Parent and Child Attendance form, and pay the registration fee. The Parent and Child Attendance forms must be completed each semester in order for your child to be enrolled. It is your responsibility to provide the center with these forms before the priority registration deadlines; parent-child attendance forms cannot be returned on your child's first day. If we do not have all of the above forms before the registration deadline, your child is not enrolled.

Our Programs

Preschool/Pre-Kindergarten

During the day, the children will be separated into Preschool and Pre-K programs. Although each child's individual development will be considered, in general, children who will be entering kindergarten the following September will be in our Pre-K program. Each class will provide developmentally appropriate activities and a curriculum based on the children's interests. In the Preschool classroom, the focus will be on socialization skills, cooperation, and hands-on learning activities. In the Pre-K classroom, children will be taught additional skills to help prepare them for kindergarten. In order for your child to fully benefit from our programs, we encourage consistency and attendance

during the morning hours (9:00 a.m. – 12:00 p.m.). Many of our educational activities take place in the morning part of our program and we suggest that you bring your child regularly and on time.

After School

Our After School program consist of children ranging in age from 2 ½ - 8 years. In our After School program, school-age children are assisted with their homework. Children also have the opportunity to choose from a variety of activities including educational games, arts and crafts, computers, science projects, block building, dramatic play, and reading. Both the After School programs consist of interest based lesson plans and group meetings.

Drop In

The center will continue to accept children on a drop in basis (when public school is closed or has half days and/or when you need occasional child care). We ask that you please be considerate of the staff and children at the center. If your child is too sick to be in his/her own school then he/she is too sick to be with us. Due to the fact that our enrollment numbers may change throughout the year as parent needs change, we ask that you be sure to:

1. Complete all application forms prior to dropping off your child. All children attending the center must have a completed application form on file along with a completed medical form before they will be permitted to stay at the center. If you are a student, a current copy of your class schedule must also be provided.
2. Call the center ahead of time (at least 24 hours, but not more than one month) to make sure that we are able to accommodate your child care needs. We understand that emergencies do arise on occasion, but we must also follow state regulations concerning occupancy and staff-child ratios. Children may not be left at the center if prior approval from the director or assistant director is not obtained.
3. Pre-pay the tuition for the hours you are reserving for your child. You may be charged additional tuition if you extend your child's hours after payment has been received. This tuition is nonrefundable if you do not need the care after reserving the time for your child or if you require less hours.

Daily Schedules

Our schedule has been created to provide children with the time and space they need to learn, play, socialize, and investigate the world around them. The schedules created for the children meet both the needs of the individual child and the class as a whole. Teachers respect the children's learning process by not imposing arbitrary transitions for everyone in the class to follow. We believe that when children are given time to investigate their surroundings, they are able to engage in a higher level of learning.

We have the following schedules posted in the classrooms:

- Preschool Daily Schedule
- Pre-Kindergarten Schedule

If you would like a copy of any one of our daily schedules, please ask your child's teacher or the director.

- Please be advised that schedules may change on certain days due to the weather, special activities/events, guest speakers or field trips.
- All children will go outside every day, even in the winter, if weather permits. If your child is too sick to be outside or in his/her regular school, please do not send him/her to the center.
- If the weather is bad, or air quality or environmental conditions pose a health risk, the children will remain inside and alternate gross motor activities will be offered.
- Parents are welcome to stay and have lunch with their child at any time. We ask that parents please respect the child's transitions and leave when the children are getting settled down for rest time.
- Parents are also welcome to visit with their child during the day. We ask that you please respect the teachers' time with the children along with the classroom schedules and routines during your time with us.

Assessment of Children

Prior to the beginning of each academic year, all parents and children must attend an educational planning meeting. At this meeting, we will discuss your child's development and administer a developmental screener. Children enrolled on a full time basis will also develop an Individual Development Plan (IDP). Children may not attend the center without having an annual meeting and screening with Children's Learning Center staff.

All children attending the preschool and pre-kindergarten programs on a regular basis will be formally assessed at least twice a year. Children will be assessed according to IDP goals as well as state learning standards and a standardized assessment. You will receive a written report showing the progress your child has made towards reaching his/her goals as well as a written copy of the results of all standardized assessments. Most of our assessments have a home component that you will be asked to complete with your child. Some assessments that may be used include: the Child Observation Record (COR), Hawaii Early Learning Profile (HELP), Bracken, and Ages & Stages, or other assessments that meet your child's needs. In addition, anecdotal records, work samples, photographs and other methods of assessment may also be used. If you want additional information about any of our assessments, please stop by the office.

Individualized Curriculum

At the Children's Learning Center, we believe that families are partners in a child's education. We also recognize the importance of working with each child at his/her current developmental level. All children enrolled in our preschool and pre-kindergarten programs on a full time basis are eligible to receive individualized education plans. Prior to the child's first day in the program, the family will come in for a meeting with their

child's teacher. At this meeting, we will work together to develop goals for the upcoming school year. These plans will be used by the teachers to create individualized curriculum for your child. Failure to attend during your scheduled hours may result in discontinuation of the individualized curriculum.

Referrals & Community Resources

As we know, young children learn and develop differently. There may be times, however, when a parent or teacher feels that it would be beneficial for a child to receive extra help in a specific area and decide to have the child evaluated to receive special services. If you have concerns about your child's development, learning, or behavior, feel free to speak to the director or your child's teacher. We will be more than happy to assist you with the referral process. We can also make suggestions for things you can do at home and we can do at school to help your child succeed.

If your child has an IEP or IFSP or is receiving services from an outside agency, we will be more than happy to allow for the provision of these services within our program. See the director to discuss your child's individual needs.

In addition to referrals regarding the development of your child, center staff can help with referrals to other agencies to meet your families' needs (ex: mental health referrals, financial assistance paying for child care; help with housing, etc.) If you are looking for a referral to a community agency, please stop by the office.

Confidentiality

All children's files and assessments are kept locked in the office. Teachers and administrators have access to files for the purposes of planning, record keeping, and in case of emergency. In addition, regulatory agencies may have access to files on request. Information regarding your child, including assessment results, will not be released to any outside agencies or schools without written parental consent. If you would like us to speak with someone about your child, please stop by the office so we can obtain your signature.

Transitions

When your child will be transitioning from one class to another, classroom teachers will meet and discuss how to best meet the needs of your child during this process. All families are encouraged to set up a meeting with their child's new teacher. When it comes time for your child to transition out of our program, feel free to stop by the office with any questions that you have about the process. Center staff may have some knowledge of the process in your district. If not, we will either put you in touch with another family from the district, or learn about the process together. We encourage you to share any of our reports and/or test results with the school. If you would like us to send information or speak with teachers or other representatives from the new school, we would be more than happy to do so (providing you give us written permission first!!)

Cell Phones

Please do not use your cell phones in the classrooms. It is distracting to the teachers and children and makes it difficult for teachers to communicate with you. We ask that you hang up the phone before entering the program

Emails

All parents are required to keep an active email on file. Email is an official means of communication and will be used to communicate with you regarding missing paperwork, upcoming special events, tuition and scheduling issues, and other important messages.

Parent Involvement

We encourage parents to be active participants in our school. There are many ways that you can become involved, including spending time in the classrooms, organizing a special activity, coming for lunch, or joining our Parent-Teacher Committee.

Parent-Teacher Committee

The Parent-Teacher Committee is an organization where parents and teachers work together to ensure the best educational experiences for the children enrolled at the center. Regular meetings will be scheduled and minutes will be prepared for those parents who are unable to attend. All parents are required to be involved with this committee. Newsletters and flyers will keep you updated on various ways to become involved.

Home-School Communication

The staff at the Children's Learning Center is committed to engaging in ongoing home-school communication with our families. Aside from daily informal conversations, there are several other ways we will keep you updated on your child's growth and development as well as inform you of special events going on at the center. Your child's teacher will create a daily journal, describing the events that have taken place that day in the classroom. You are encouraged to add to this journal, describing your child's experiences while not at school. Additionally, a monthly newsletter will be emailed. Documentation panels describing educational activities are hung throughout the classrooms; review these with your child! Finally, an email list is utilized to remind you of upcoming special events; please make sure your child's teacher has an updated email address for you. You and your child can also email teachers to share interesting home news with us!

Parent-Teacher Conferences

Parent-teacher conferences will be held in the fall and spring semesters to provide parents with opportunities to meet with their child's teachers and discuss their child's development. Sign-up sheets will be posted at least two weeks prior to parent-teacher conferences. Please note that conferences are mandatory for all families with Individual Developmental Plans (IDPs).

Program Evaluation

All families will be asked to evaluate the program once per year. These evaluations are anonymous and information obtained is used to change program policies and procedures.

If you have feedback before annual evaluation time, please feel free to use our suggestion box to leave anonymous compliments or suggestions as to how we can better meet your needs. Comments in the suggestion box are reviewed on a weekly basis.

Trips

The Children's Learning Center regularly schedules trips for the children and their families. For all trips, parents are responsible for driving and supervising their own children. No child will be permitted to attend without a parent/supervising guardian. If a trip takes place during normal operating hours, the center will remain open for children who are unable to attend.

Scheduling

The center requires all parents to fill out a Parent /Child Attendance form. On this form, the parent must provide the center with the times and locations of their classes or where they can be reached while their child is in school in case of an emergency. Please be specific in your location and remember to update the form if your schedule should change. The parent must also indicate the days and hours that their child will be attending the center. Please note that if you are in a web-blended course, you will either need to enroll and pay for your child to attend each week or remain on the drop in list and call each week to see if there is availability. If you need to change your child's schedule in any way, we ask that you first check with your child's teacher or the director to see if space is available, and then adjust your Parent /Child Attendance forms accordingly. Changes are permitted each semester during NJCU's drop/add. All scheduling changes, including decisions to unenroll from the program, must be made in writing. Please do not leave your child past his/her scheduled time without first speaking to the director or your child's teacher.

Tuition

The Children's Learning Center's tuition fee for students is \$3.00 per hour. Tuition for NJCU staff, faculty, and alumni is \$5 per hour. An optional flat rate of \$150 per week will be offered. Parents must select this rate at the beginning of the semester and are required to keep this rate the entire semester, regardless of your child's attendance. In order to select this option, a contract must be signed prior to the start of the semester

Tuition is calculated based on the schedule you provide for your child at the start of the semester; changes to this schedule will be permitted during the university's drop/add period. Similar to your college tuition, this tuition will be charged regardless of your child's attendance, this includes emergency related closings for snow, flooding, etc. You will be charged additional tuition if your child attends for more hours than registered for. If you do not attend during your scheduled hours, you will not be able to substitute those hours for alternate hours. You will not be billed for weeks that the university is scheduled to be closed. In addition, an exception will be made for children who are ill for a week or more if a doctor's note is provided. Illness credits can only be applied in one week increments.

All tuition needs to be prepaid and is nonrefundable. Your monthly tuition payment is due the 1st of the month for the following month (or if the 1st falls on a weekend or vacation, the first operating day of the month). Bills will be available for pick up on the 15th of each month. It is your responsibility to pay your tuition bill by the due date. Checks or money orders may be given to the director, teachers, or administrative assistant. Please make sure you are given a receipt at the time of payment. All credit cards payments are made online. Go to the center's website and select "Make a Payment" to pay with credit card. You need to know your balance as this information is not available on the website. Cash payments can be made to the Bursar's office. A receipt must be provided to the center as proof of payment.

If payment is not received by the tuition due dates, your child may not attend the center until payment is received in full. A \$25 fee will be added for late payments. If, after one week, your payment is not received, we will assume you no longer need our services and your child's space may be given away. You will need to contact the center if you are interested in re-enrolling your child. Delinquent child care tuition bills will be forwarded to the Bursar's office and/or the Human Resources office and may affect your ability to register for classes, obtain transcripts, and/or graduate. If you are having difficulty making tuition payments, please speak with the director to set up a payment plan.

Child Care Subsidies

The center no longer accepts child care subsidy vouchers. Families who are eligible for receive child care subsidies can either enroll in the center and pay the tuition out of pocket or contact the subsidy agency for assistance in locating a center that accepts vouchers.

No Show Policy

We care about you and your child. We ask that you please call us if your child is out sick or if he/she will be away for a vacation. If you no longer require child care, we ask that you let us know in writing so that we may accommodate other families. If your child is out for more than a week and you do not call us, we will assume you do not need child care anymore and your child's space may be given away. In addition, if you do not use your scheduled hours for five or more days for full time students or 2 or more days for part time students, we may offer these hours to other families.

Your Child at School

Getting Adjusted

Sometimes children's reactions to school are different than what we expect and they may need their parents with them for a time when they first begin school. Allow yourself some extra time each day in the event your child needs you to stay for a while until s/he gets settled. On occasion a child who has attended school may be reluctant to separate from his/her parents. Saying good-bye to your child and reassuring him/her you will be back at a particular time usually helps most children feel more comfortable about staying at school. Please do not sneak out of the classroom without saying good-bye to your child. Also, it is very important to your child that you come to pick him/her up at the time you promised to be back. Transitions in the daily routine of the center can be very

upsetting to a young child if s/he has never experienced them. If you are going to be late picking up your child, please call us so we can let your child know.

Prior to your child's first day with us, all families are welcome to come and spend time in the classroom with your child to help him/her with the adjustment to school. Contact the office to schedule your visit.

Dressing for School

Your child should wear clothing that is comfortable, washable, and easy to manage for him/her. All children are encouraged to dress themselves at school. Please send your child to school in play clothes so he or she can participate in all activities at school without worrying about getting the clothes dirty or soiled. An extra change of clothing for your child must remain in your child's cubby at all times. Please include a shirt, pants, underwear/diapers, socks, and shoes and label all items with your child's name. If your child needs to be changed during the school day, soiled clothes will be put in a plastic bag and left in your child's cubby for you to take home and wash. In order for the staff to easily assist your child, please make sure the bag or backpack containing your child's extra clothes is clearly labeled with his/her name. If you are missing an article of clothing, please check with your child's teacher.

We do attempt to give the children time outdoors whenever we can. The children go outside each day from approximately 11:00 a.m. – 12:00 p.m. and later in the afternoon, when weather permits. Our teachers will determine the length of time, as well as the kind of activity (playing on the playground, taking a walk on campus, etc.) appropriate to the weather and the needs of the children. Please make sure your child is dressed appropriately for the weather. In the summer, we play in sprinklers on the children's playground so be sure to send your child to school with a bathing suit, towel, and sunscreen. A medical form must be completed if you want us to apply sunblock to your child at school. When the cold weather approaches, gloves, hats, scarves, and boots are essential. If it snows, we will play outside, so please be sure your child has complete snow gear.

Toilet Training

Children do not need to be toilet trained in order to attend the center. When a child demonstrates readiness, center staff will work collaboratively with parents to assist with the toileting training process. Children will not be permitted to wear underwear at school until they have demonstrated readiness at school. If your child wears diapers, you must provide diapers and wipes. If your child does not have enough diapers to get through the day, we will borrow one. You will then be required to bring an extra diaper to restock our extra supply. Also, please do not send your child with pull-ups that do not have Velcro on both sides. These pull-ups are very time consuming for teachers to change. If your child does have a toileting accident, soiled clothes will be put in a plastic bag and placed in your child's cubby for you to take home. If a child is engaged in the toilet training process and does not have extra clothes, s/he will be required to wear diapers for the day.

Rest Time

All preschool and pre-kindergarten children attending the center in the afternoons are required to rest during rest time. Rest time begins at approximately 1:15 p.m. and ends at approximately 3:00. If your child does not sleep, s/he will be given a 30 minute rest period with books, quiet stuffed animals, etc. Children are allowed to wake up from their naps when they are done sleeping. Any children still sleeping at 3:00 will be woken up. Speak to your child's teacher if s/he has any additional sleeping needs or restrictions.

In order to keep your child's school experience a positive one, we will not accept children dropped off after 12:30 p.m. It is very important for your child to have time to play and socialize with his/her friends before rest time. It is also disruptive to the children resting and to the teachers when parents and children are coming in and out of the classrooms during rest time. If you need to drop off your child in the afternoon, you may do so before 12:30 p.m. or after 2:15 p.m. Cell phone time will be used to determine if it is an appropriate drop off/ pick up time.

The center provides cots and sheets for the children during rest time. Each child is assigned his or her own cot for the entire semester. Cots and sheets are cleaned on a weekly basis. Although we usually have extra blankets, we recommend you bring a small blanket from home for your child. If you bring a pillow for your child, please make sure it has a washable cover. All blankets and pillows must be labeled.

No Toys Please

The center discourages families from sending their child to school with toys from home; this includes electronic gaming equipment. The center has an abundance of toys and games for your child to play with. In our experience, toys from home often cause conflict among the children or get broken or lost. If your child comes to school with a toy from home, s/he will be asked to keep it in his/her cubby. The center is not responsible for toys brought from home. If toys do find their way to school, they may end up in the lost and found bin. Check this bin, as toys left at school for more than two weeks unclaimed will be thrown out or given away.

TV & Computer Usage Policy

While we do recognize the importance of technology in today's world, our program believes that learning is best through active participation, hands on activities, and social interactions. The children at the center do not watch TV on a regular basis. On special occasions (no more than twice per semester), the children may watch a movie. There are iPads and computers available for the children to use in the classrooms. This technology may be used by groups led by a teacher to research topics for projects or for individual usage. When using the computer, only education and pre-approved games and websites can be accessed by the children and individual usage is limited to 15 minute increments.

Strollers

Although we understand that many families may use strollers in their daily commute, we are not able to store your strollers in the center as space is not available. Also, please do not leave your strollers in the hallway as they present a fire hazard.

Drop Off and Pick Up Policies

Drop Off

Our center opens at 7:30 a.m. Monday – Friday. Parents may not bring their children into the center before opening hours, as our teachers need those minutes to prepare for the day. It is difficult to do this thoroughly when the parents and children come in early. If you do arrive before the center opens, please respect the teachers' time and wait outside.

We ask that you please drop off your child at his/her scheduled time each day. Consistent, on-time arrival allows your child to get into the daily routine of the classroom. The morning activities, which include small/large group activities, circle time (music & movement, story time) and formal lessons are especially important for your child to participate in.

Children may not be dropped off between 12:30 p.m. and 2:15 p.m. It is disruptive to the other children and the teachers when parents are coming in and out of the classroom during rest time. It is important for your child to have time to play before rest time. Please note that lunch time is 12:00. If your child arrives after 12:00, lunch will not be served; your child may eat after rest time is over. Cell phone time will be used to determine opening, closing, and drop off and pick up times.

Sign-In

Parents must sign their child in and out each day. The sign-in clipboards are located on the refrigerators in the pre-k room and preschool classrooms. If you are taking your child out to lunch, please be sure to sign your child out and then sign him/her in when you return. The person picking up or dropping off your child must initial each time. Also add the phone number where we can reach you for the day.

Pick-Up

It is important to pick up children on time. If your child is not picked up at the scheduled time, center staff will try to reach you or other emergency contacts. Failure to pick up your child at their scheduled time without prior approval will result in late fees. Please read the center's policy on the release of children for further details.

Before nap, children may be picked up until 1:00 p.m. if necessary. We ask that you please refrain from picking up your child during rest time (1:00-2:15). It is disruptive to the children resting and to the teachers.

Be mindful of center closing times and make sure that you arrive on time to pick up your child. Please be respectful of the teachers' time and make sure to arrive at the end of the program day in time to have exited the room by closing time.

Late Pick-Up Policy

If a parent is late, a staff member will stay with the child at the center to await pick up. At pick up time, the parent(s) will be called. If the parent(s) cannot be reached, the emergency numbers listed on the authorizations/emergencies will be called. After one

hour, if all efforts to reach the parents or emergency numbers have failed, the director or teacher is required to call the Division of Youth and Family Services' 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.

Late Fees

If a parent is late when picking up his/her child at closing time, the parent must sign a Late Pick-Up form. A late fee of \$20.00 for any part of 10 minutes will be charged to the child's tuition bill. This late fee will also apply to children left at the center during operating hours past their scheduled time if the parent does not call.

If a parent is late to pick up his/her child at closing a third time, we will no longer be able to care for your child. Cell phone time will be used in calculating late fees.

Snow Days

If the university is open during inclement weather, we ask that parents please stay close to campus and that you make sure the teachers know exactly where to reach you in the event the university closes. If the university decides to close, we need parents to pick up their children promptly so the staff can also get home safely. (Please see University Closing section). Our late fee policy also applies to snow days.

Policy on the Release of Children

The staff of the Children's Learning Center, under normal circumstances, will release a child only to his/her custodial parent unless a written note signed by the parent specifies otherwise (i.e. a child is going home with a relative, friend, etc). In addition, the person sent to pick up the child MUST be listed on the child's application as being authorized to pick up the child and arrive with a photo ID. Center staff may photocopy the ID.

In case of an emergency, the staff may release a child to a person authorized by the parents to assume responsibility for the child if the parents cannot be reached. Individuals authorized to pick up the child must be written on the child's application by the custodial parent under the section Authorizations/Emergencies. The authorized person's name, address, telephone number, and relationship to the child must also be listed on the application. This information must be updated whenever necessary. In addition, the releasing staff member will ask for identification (picture ID) if the authorized individual is unknown to her.

The Children's Learning Center requires that a child may not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the visits or release in writing. The written authorization including the name, address, and telephone number of the non-custodial parent will be kept in the child's file in the office. The Children's Learning Center must have a copy of the legal document should a non-custodial parent be denied access to a child by court order. If you have a restraining order or any other custody documentation, please make sure the center has a copy.

If the parent or person authorized by the parent to pick up the child, appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or teacher, the child would be placed at risk of harm if released to such an individual, the child will not be released to the impaired individual. If this situation arises, a teacher will attempt to contact the child's other parent or another person listed on the emergency contact form. If the center is unable to make alternative arrangements, as noted, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

Authorization/Emergency Form

The Authorization/Emergency form is located in the application packet. The information on this form includes parent/guardian, home and work numbers, and phone numbers of people authorized to act as parent/guardian in an emergency. It is vital that this form contains up-to-date information. If you need to change information, please pick up a Contact Information Update form.

Information for Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention

too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required at least annually to review the Consumer Product Safety Commission (CPSC) unsafe children's products list, make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/Recalls/> Internet access may be available at your local library. For more information call the CPSC, toll-free at 1(800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE/ 877-652-2873. Such reports

may be made anonymously. Parents may secure information about child abuse and neglect by contacting:
DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/DCF and select Publications. (OOL4/11/13)

Babysitting Policy

We understand that there are times that you may need childcare when the center is not open. If you find yourself in need of a babysitter, you may prepare a flyer containing all relevant information (date, time, location, etc.) and your phone number. The flyer will be posted on the staff board and interested staff and volunteers can contact you. All babysitting arrangements must be made outside of the center. If a parent should decide to hire employees for babysitting, it is their responsibility to ensure the suitability of the individual concerned. The center does not accept any liability for an individual's conduct outside of their work in the center.

Guidelines for Positive Discipline

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group and the adult. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem. Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel s/he has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of the child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Remove a child for a few minutes from the area or activity so that he/she may gain self-control.
- Divert the child from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.

- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say, "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- "Catch the child being good." Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and care to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

The Pyramid Model for Promoting Social & Emotional Competence

The Pyramid Model for Promoting Social and Emotional Competence in Infants and Young Children is a framework for addressing the social and emotional development and challenging behavior of young children. Increasing evidence suggests that an effective approach to addressing problem behavior is the adoption of a model that focuses on promoting social-emotional development, providing support for children's appropriate behavior, and preventing challenging behavior (Sugai et al., 2000). Teachers at the Children's Learning Center utilize this model to increase the social emotional skills of all children who enroll in the center. For more information on this model, visit:

<http://www.vanderbilt.edu/csefel/>

Policy on Biting

Unfortunately, during the time your child is in school s/he may bite and/or get bitten. Biting is one way that a young child may react to frustration or try to communicate. If a child gets bitten at the center, both the parents of the biter and the parents of the child who was bitten will be informed. The staff will continue to work with the family in order to help the child learn more appropriate ways of expressing him/herself.

Expulsion Policy

Unfortunately, there are some reasons that we must to expel a child from our program, either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. There are proactive actions that will be taken in order to prevent expulsion, including, but not limited to:

- Staff will use positive discipline when dealing with challenging behaviors.
- The classroom environment and activities will be examined
- Child will be given verbal warnings.
- Staff will consistently apply logical consequences.
- A brief time-out may be given so the child can regain control.
- Disruptive behaviors will be documented and maintained in confidentiality.
- Parent will be verbally informed

- The director, classroom staff, and parents will have a conference to discuss how to encourage positive behaviors
- The parent will be provided with literature or other resources regarding methods of improving behavior.
- A referral may be made to an outside agency.

Although we will work together to prevent expulsion, there are some reasons that children may need to be removed from the program. The following are reasons that may cause us to terminate or suspend a child from this center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children, him/herself, or the staff
- Parents threatens physical or intimidating actions towards staff members or is physically and/or verbally abusive to staff

Parental Actions for Child's Expulsion

- Failure to pay and/or habitual lateness in payment
- Failure to complete required forms, including medical and immunization records
- Habitual tardiness when picking up your child

Child's Actions for Expulsion

- Failure to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children

Schedule of Expulsion

- If remedial actions have not been effective, the child's parent will be notified verbally and in writing of the behavior warranting an expulsion.
- The parent will be informed regarding the length of the expulsion period.
- The parent will be informed of the expected behavioral changes required in order for the child to return to the center.
- The parent will be given a specific expulsion date that allows parents an adequate amount of time to seek alternate child care. This time period is typically one to two weeks, depending on the risk to others' welfare and safety. Note that this time period may not be provided for behaviors that are immediate causes for expulsion.
- This schedule is meant to serve as a period of time so that the parent may work on the child's behavior or come to an agreement with the center. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled if the child's parent...

- Made a complaint to the Office of Licensing regarding a center's alleged violations of licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

Healthy Food Policy

Research has shown that healthy eating habits are learned at an early age. With this in mind, we have created a healthy food policy for all children attending the center.

Parents must provide breakfast, lunch, dinner, and/or snacks for their children. Breakfast is 7:30-9:00. Lunch is at 12:00 noon. Snack time is in the morning between 9:00 a.m.– 10:30 a.m. and in the afternoon between 3:00 p.m.– 4:00 p.m. Children attending the center at these times need to have meals or snacks to be served. Children are offered snacks every two hours, so if your child will be here for at least two hours, please make sure snacks are provided. In order for the staff to fully assist your child, all foods and beverages must be clearly labeled with your child's name and the date. If you are bringing your child lunch or dinner from the cafeteria, we ask that you please be prompt. Children get accustomed to the classroom schedule and they are hungry. It is also upsetting to the child when he/she has to wait while all the other children are eating.

After waiting 10 minutes, if a child does not have lunch/snack at the designated time, the parent will be called to bring their child lunch/snack. If the parent cannot be reached or is unable to provide food, we will make the child a sandwich or a snack and a \$5.00 charge will be added to the child's tuition bill.

Lunch/snacks should be healthy and varied and include many fruits, vegetables, whole grains, and foods that are low in fat, sugar, and sodium. Parents are welcome to send in hot or cold lunches for their child. The center is equipped with refrigerators, microwaves, and can openers. The teachers will be more than happy to heat up lunches. All food needs to be cooked at home and only heated at school; this includes frozen foods, instant oatmeal, macaroni and cheese, etc. We ask that you help support our healthy food policy by refraining from sending in unhealthy foods, such as: POTATO CHIPS, CORN CHIPS, DORITOS, VEGGIE CHIPS, COOKIES, DONUTS, NUTELLA, CAKES, CUPCAKES, MUFFINS, POPTARTS, CANDY, GUM, FAST FOOD (McDonalds, Burger King, etc) and SODA. If you send your child in with unhealthy foods, we will send these items home with your child. If your child does not have a healthy lunch, a lunch will be provided by the center and you will be billed in accordance with the above policy. Some suggestions for healthy snacks include: sandwiches, fruit, vegetables, salads, pasta, cheese, yogurt, and cereals low in sugar, such as Kix and Cheerios. Parents should provide either skim or 1% milk for their children while in the center.

The following food items are considered potential choking hazards by NAEYC and may not be eaten at school: nuts, popcorn, hard pretzels. In addition, precautions must be taken at home before sending in the following foods:

Hot dogs – must be sliced in half lengthwise

Whole grapes and baby tomatoes – must be cut in half lengthwise

Raw carrots – must be sliced in half lengthwise

Meats – must be cut into pieces small enough to be swallowed whole; no meat on bones

Due to severe food allergies, we do not allow children to share their snacks or lunches. Allergies to peanuts and nuts are not only very common, but they are life-threatening. If your child has a food allergy, you must complete Allergy/Special Health Care Needs/Nutritional Needs Consent Form. In addition, your physician must complete the Food Allergy Action Plan and update this on an annual basis. Children requiring Food Allergy Action Plans may not begin school until the form is completed.

The staff is instructed not to force feed or spoon feed any child. We have found that the social atmosphere and good peer support encourage children to eat. Children may change their eating habits or go through periods when their appetites are different from usual, especially if it is their first time in school. If you feel your child is not eating enough, please feel free to discuss your concerns with the teacher or director. Check the Children's Daily Chart for information about what your child has eaten. Also, remember that parents are more than welcome to come in and have lunch with their child. Note that regulations require that after food is served to a child, it must be discarded (i.e. food cannot be saved and reoffered to the child at a later time). Additionally, opened food left in the refrigerator must be discarded within 24 hours.

Birthdays

A child's birthday is a very special day in his/her life. We invite all families to celebrate their child's birthday at the center. If his/her birthday occurs during a time that the university is closed, parents are more than welcome to pick another day of the year to celebrate. Please see your child's teacher to schedule a party.

On the day of your child's party, staff and children will celebrate the day with special decorations, music, festive activities, and birthday traditions.

In order to help foster healthy eating habits, birthday parties will adhere to our healthy food policy. If you wish to celebrate your child's birthday with food, feel free to send in a healthy lunch or healthy snacks to share with the class. Pizza parties are welcome. All food must be store bought and sealed or come directly from a restaurant. Cake, cupcakes, bags of candy, prizes, piñatas and entertainers (i.e. clowns) are inappropriate and will not be permitted. If you send these items to school, they will be sent home.

Health Policies

Handwashing

Repeated and consistent handwashing is required in order to maintain the health and safety of everyone in the program. Alcohol based gel cleaners will be considered an acceptable alternative to handwashing only when soap and water are not available. The following handwashing procedures are to be followed by children and adults at the center:

Children and adults wash their hands:

- On arrival for the day;
- After diapering or using the toilet
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or

- touching any mucus, blood or vomit);
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- After playing in water that is shared by two or more people;
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and

Adults also wash their hands:

- Before and after feeding a child;
- Before and after administering medication;
- After assisting a child with toileting
- After handling garbage or cleaning.

Proper hand washing procedures are followed by adults and children and include:

- Use liquid soap and running water;
- Rub hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails;
- Rinse well;
- Drying hands with a paper towel, a single use towel, or a dryer; and
- Avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Tooth Brushing

The center staff will offer opportunities for tooth brushing at least once daily. All children who eat two or meals at the center should bring a toothbrush labeled with his/her name to school each day in his/her lunchbox. No toothpaste is required.

Medical Check-Ups

All children are required to have a physical exam by a qualified physician each year they attend school. The Universal Child Health Record must be completed and be returned along with a copy of the child's updated immunization records and any special care plans, if applicable. If an immunization for your child is contraindicated for medical reasons OR if your child has religious exemptions, you must complete a medical contraindication/ religious exemption form.

Is your child too sick to be in school?

Our procedure for sick children is an expression of concern for the ill child and for the well children. Our primary concern in drawing up guidelines for illnesses is to prevent the spread of colds, stomach viruses, and other contagious diseases. It is hoped that if parents and teachers follow these guidelines, the school will be a safe place to send children.

If a child exhibits any of the following symptoms, s/he should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home.

- Severe pain and discomfort
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours
- Bloody diarrhea
- Two or more episodes of vomiting within a period of 24 hours
- Elevated oral temperature of 101.5 and above
- Severe coughing
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior change
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Lethargy
- Mouth sores with drooling
- Red eyes with discharge
- Infected, untreated skin patches
- Yellow eyes or jaundice skin
- Weeping or bleeding skin lesions

Once the child is symptom free for at least 24 hours, or has a physician's note stating that s/he no longer poses a serious health risk to themselves or others, s/he may return to school. If your child is out sick, please contact the center with their symptoms/ diagnosis so we can monitor other children in the program.

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 patient presents no risk to him/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses.

If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

Procedure for Sending an Ill Child Home

The procedure for sending an ill child home is as follows:

1. The ill child will be separated from the children in the class and allowed to play in an empty part of the classroom or taken into the office.
2. The parents will be called to pick up the child. If parents cannot be reached, the emergency numbers will be called.
3. The illness will be documented.

Accidents and Injuries

For minor injuries, first-aid kits are located in each classroom and will be used to bandage the injured area following first aid instructions.

For more serious injuries while under the school's care, the school will immediately take the necessary actions to protect the child from further harm. Public Safety and the Health & Wellness Center on campus will be called immediately in the event of a serious injury at school. Parents will be notified as soon as possible. If personnel from the Health & Wellness Center determine an ambulance is needed, one will be called and the child will be taken to Jersey City Medical Center. Jersey City Medical Center is located at 355 Grand Avenue, Jersey City, NJ. The injury will be documented.

Medical Treatment Release Cards

These cards empower the school's representative to authorize medical treatment at New Jersey City University's Health & Wellness Center or Jersey City Medical Center. Parents must sign these cards each year before their child attends the center.

Policy on the Administration of Medications & Health Care Procedures

Whenever possible, medication should be given at home. Dosing of medication can frequently be done so the child receives the medication prior to and after attending the center. The first dose of any medication must always be given at home.

The Children's Learning Center will:

1. Not administer non-prescription medication, with the exception of topical preparations: sunblock, diaper ointment, lip balm, etc.
2. Administer prescription medication or a prescribed health care procedure to a child with a short-term illness.
3. Provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

The following procedures must be taken **before** medication or a health care procedure can be administered:

1. Medication and health care procedures shall be administered only after receipt of written approval from the child's parent/guardian. The parent/guardian must complete the Permission for Medication or Health Care Procedure form. You may request this form from your child's teacher or the director.
2. Only those staff members authorized by the director shall administer medication or health care procedures to those children whose parents authorize it.
3. All medication and health care equipment shall be kept in the director's office.
4. All medication shall be kept in its original container.
5. Medication shall be refrigerated if so indicated on the label.
6. Unused or expired medication and health care equipment shall be returned to the child's parent when no longer being administered.
7. All prescription medication for a child shall be prescribed in the name of and specifically for the child **and** stored in its prescription container, which has been

- labeled with the child's first and last name, the name, strength and expiration date of the medication, the name of the prescriber, the date it was prescribed or updated, directions for administration and storage.
8. The center shall limit the dispensing of non-prescription over-the-counter medication to the following types of medicines:
 - a. Topical preparations, such as sunscreen and diaper rash preparations.
 9. "As needed" medications may be given only when a health care provider completes the permission form that lists specific reasons and times when such medication can be given.
 10. If a child has a chronic health condition requiring the administration of a prescription or non-prescription medication or health care procedure on a long-term basis, the center shall obtain from the child's parent a written statement from a health care provider indicating the following:
 - a. The name of the child;
 - b. The name of the medication or procedure;
 - c. The condition or indications for administration of the medication or procedure;
 - d. The instructions for administration of the medication or procedure;
 - e. The name and telephone number of the health care provider.
 11. Before administering a health care procedure associated with a child's health condition, such as the use of a nebulizer or epinephrine pen, the center shall ensure that all staff members who administer the procedure are taught to do so by the child's parent or another appropriately trained individual.

Resolving Problems

Sometimes situations or concerns arise that need to be addressed. The following steps are used to resolve issues at the Children's Learning Center:

1. We discuss the situation or concern with the person(s) involved in order to arrive at a satisfactory outcome.
2. If talking together does not satisfactorily resolve the issue, the parties may meet with the director.
3. If there is still difficulty, the Dean of Students is called to the discussion for a final determination. The Dean of Students is the immediate supervisor of the director of the Children's Learning Center.

Emergency Evacuation, Lockdown and Disaster Plan

Emergency Injury Plan

Location of first aid kits: On the top shelf in the kitchen area of each classroom and in the office.

Name, address, and phone number of physician to call in emergencies: First call Public Safety (ext. 3127/3128) to report a medical emergency and then immediately call the Health and Wellness Center (ext. 3456). If needed, call the child's physician, whose information is on the child's health record (located in the orange binders and in the child's folder in the file cabinet of the office). Children with severe allergies have Food Allergy Action Plans in their folders in the office and in the Emergency Contact binder

which need to be followed to prevent a severe allergic reaction. Children with severe asthma have Asthma Treatment Plans.

Name, address of hospital or clinic where injured or ill children will be taken: Jersey City Medical Center, 355 Grand Avenue (corner of Jersey & Grand Avenues), Jersey City, NJ 07305 201-915-2000

STEP BY STEP PROCEDURES FOR OBTAINING EMERGENCY MEDICAL ATTENTION AND TRANSPORTATION:

1. Call Public Safety (ext. 3127/3128) (55 can be dialed from any campus phone) or call Public Safety on the emergency telephone located on the first floor of Hepburn Hall, across from the Bursar's Office, to report a medical emergency. The yellow emergency telephone intercom will connect directly to Public Safety. If you feel it is necessary, tell Public Safety to call 911 –be prepared to give the following information: child's sex, age, description of injury & how it happened.
2. Call the Health and Wellness Center (ext. 3456) immediately. Stay with the injured child/adult until medical assistance arrives. Do not attempt to move the injured child/adult. The Health and Wellness Center, along with Public Safety, will come to the center and they will call an ambulance if they determine one is needed. If an ambulance is needed, a staff member will accompany the child.
3. Get the Medical Treatment Release Card from the child's application folder.
4. Notify child's parents (only to be done by a main teacher or other designee).
5. Call the director. If she is not available, contact the assistant director.

Location of Medical Treatment Release Card: In the individual children's folders located in the right upper file drawer in the office.

Staff member(s) trained in First Aid and CPR: All main teachers, the director, and substitutes are certified. A list is posted in each classroom by the telephone.

Evacuation

1. Bring sign in sheets, orange binders (containing emergency contact information and medical treatment cards, allergy plans) and a cell phone
2. Walk to the designated evacuation location
3. Staff will role call and count the children before leaving the center, while walking to the evacuation site, and regularly while at the site.

Emergency Evacuation Site:

The emergency evacuation site will depend on the nature of the emergency. The center director or her designee, in collaboration with the Public Safety Department, police officers, and other emergency responders will determine the most appropriate evacuation site based on the emergency. If your child is taken to an emergency evacuation site, you will be contacted at the number/s you provided in case of emergency to be notified of that location.

Evacuation Plan for the Preschool & Pre-K Classrooms

Each classroom has two emergency exits. The teacher in charge of the classroom at the time of evacuation will determine the safest evacuation route for the emergency. Emergency evacuation plans and maps are posted in each classroom for your review.

Lockdown Procedures

If the program staff learn of a danger that requires a lockdown of the school, lockdown procedures are in place. During a lockdown, all entrances to the program will remain locked until Public Safety officials or local authorities notify staff that the situation is safe. Please do not attempt to pick up your child during lockdown, as opening the doors to let you in puts all of the children in the program at risk. If you have additional questions about our lockdown procedures, please contact the center director.

University Closings

When New Jersey City University is closed, the Children's Learning Center is also closed. When the weather is bad, we ask that you please listen to radio and television announcements or call the university before making the trip to school. It is recommended that all parents sign up for NJCU's *GothicAlert* emergency notification system. In the event that the university closes early during inclement weather or an emergency, it is important for parents to pick up children promptly.

If it becomes necessary to cancel classes and/or work or to delay opening due to various types of emergencies including, but not limited to, inclement weather or manmade and/or natural disasters, an announcement will be made on the following radio and television stations:

- 1010 WINS (radio)
- NJ101.5 (radio)
- News 12 New Jersey (cable television)

In addition:

- A taped telephone announcement will be available from the University at 201-200-2000.
- Updated information will be available at www.njcu.edu.
- Students signed up for *GothicAlert* will receive a phone call/text message.

The decision to cancel classes and/or to delay opening is based on a number of factors including the time and nature of the storm, road conditions and conditions on campus. The decision is made by members of the University designated by the President. The decision and announcement will be made as early as practical.

When a delayed opening is announced, faculty, students, and staff should understand that this decision may only be a temporary one. You should continue to listen for later announcements. If the weather conditions worsen, the decision to close the University may be made then. When the decision is made to delay the opening of the University, faculty, students and staff are expected to be on campus for work and scheduled classes at the time designated.

If snow begins during the day, all offices will remain open and classes will continue to meet until such time that a decision is made to close early.

Unless specific announcements are made extending cancellation of classes, and other academic programs or extra-curricular events, classes will resume the next regularly scheduled class day and the University will re-open at the beginning of the next morning shift or regular business day.

There may be a rare occasion that the center will need to close, open late, or have an early dismissal that is different than that of NJCU. If such a situation occurs, you will receive a phone call as early as possible to inform you of the situation.

For Your Information

In the hall outside of the center, there is a literature rack which contains booklets, newsletters, and brochures on various topics relating to early childhood education and parenting. There will also be flyers advertising local family friendly events. Please help yourself to any of the items placed in the literature racks. If you are looking for information on a specific topic or issue and you do not see it in the literature racks, please ask the director for assistance or visit our Family Resource Center.

Family Resource Center

The Family Resource Center provides parents with an array of parenting and children's materials to borrow or view at the center. While parents are viewing materials, seeking resources, or doing research on the computers, children are welcome to play in the toy center. Parents may also borrow materials from the Lending Library located in the office of the Children's Learning Center. Failure to return materials, from either the Lending Library or the Family Resource Center, will result in you being charged to replace the item.

Location

Gilligan Student Union Building, 314

Telephone - 201-200-2291