

Thank you for choosing Buzzing Bees. We look forward to working with you hand in hand in molding your child's future. At Buzzing Bees, we believe that when children are provided with a safe, nurturing, fun loving environment, they will succeed for the years to come. Each child is unique person who deserves to be cared for in a loving and respectful way. At Buzzing Bees, we have an open-door policy, which means you are always welcome to observe and participate in your child's school activities. We encourage you to become involved in our daily activities, scheduled field trips and parent workshops. We are committed to keeping you well informed about the happenings at Buzzing Bees and your child's accomplishments. It is with pleasure that we will work with you as partners in your child's social, emotional, academic and physical development.

This handbook contains information regarding the Center's program, policies and procedures. It is very important that you read this handbook in its entirety and keep it handy as long as your child is enrolled in our program. This handbook will answer many of the questions you may have about our program.

Our program follows the guidelines of the New Jersey Department of Children and Families licensing requirements of the Office of Licensing. In addition, we are a participant of the Grow NJ Kids a quality improvement program. All curriculum activities are planned and presented by teachers and caregivers who have your child's best interest in mind. Buzzing Bees provides the highest quality of care in a nurturing and academically stimulating environment where your child is encouraged to learn, grow and develop their skills.

Thank you for choosing Buzzing Bees. We look forward to providing your child with a caring and enriching environment.

Sincerely,

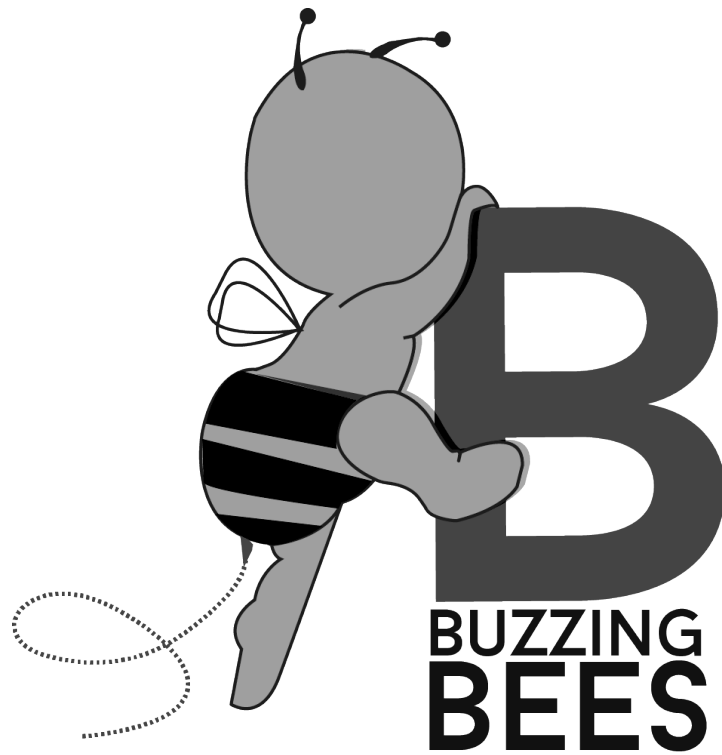
*Vija Sanichar*

Director

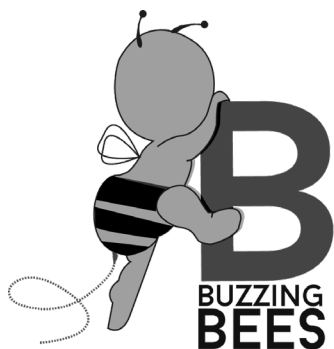
[vija@buzzing-bees.com](mailto:vija@buzzing-bees.com)

Buzzing Bees Learning Center

**2022-2023 SCHOOL YEAR**

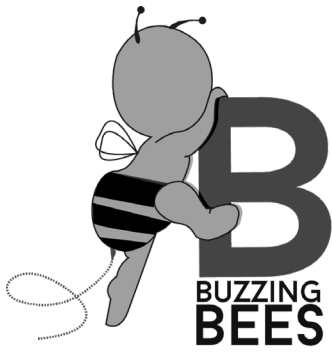


# **FAMILY HANDBOOK**



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## ABOUT US

### **Philosophy**

At Buzzing Bees Learning Center, our Staff are nurturing and they help to develop your child's physical and cognitive development through age-appropriate activities. We introduce developmentally appropriate activities for i.e. exercises to get your little one moving and to develop physical skills and sign language, music, nursery rhymes and stories to assist in communication and to stimulate their cognitive development.

### **Mission**

At Buzzing Bees Learning Center we believe that when children are provided with a safe, nurturing, fun loving environment, they will succeed for the years to come. Each child is a unique person who deserves to be cared for in a loving, respectful way.

### **Certification**

Licensed by the State Of NJ  
Affiliated with Grow NJ Kids

### **Definition of Family**

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### **Hours of Operation**

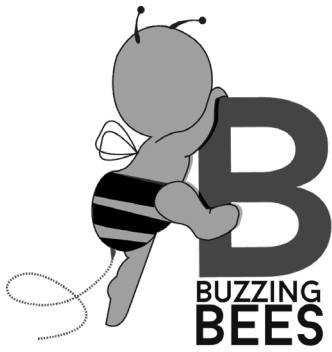
Child care services are provided from 7:00 AM to 6:00 PM, Monday through Friday.  
School age care will also be conducted at these times:  
Summer months of July and August

### **Holidays**

We are closed for certain holidays:

New Year's Day  
Martin Luther King Jr. Day  
Presidents Day  
Good Friday  
Memorial Day  
Juneteeth  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Eve-New Year's Eve

- There will be early closings on the Wednesday before Thanksgiving and the day before Christmas Eve.
- There will also be staff trainings on the Thursday and Friday before Labor Day which will require all Buzzing Bees center to be closed all day.



## ADMISSION & ENROLLMENT

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$250 is due at the time of enrollment. This fee is non-refundable.

A two-week, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the last two weeks of the child's enrollment. Your security deposit is applied to your account provided the proper withdrawal notice has been provided.

Based on the availability and openings, our facility admits children from 6 weeks to 13 years of age in our East Orange location and 2 ½ - 13 years of age in our South Orange location.

Our process for introducing children to our program is a two-week period for adjustments. Children are admitted without regard to race, culture, sex, religion, national origin, or disability.

We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Listed below are the forms needed to be completed for enrollment:

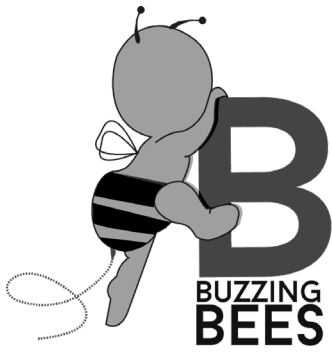
- Registration/child information form
- Health records\*
- Immunization records\*
- Parent consent forms
- Food program form (if applicable)
- Parent contract
- Expulsion Policy
- Information to Parents Document
- Proof of flu vaccine for all children 6 months or older\*
- Allergy and/or Seizure Action plan (if applicable)
- Emergency Transportation Form

### **Inclusion**

Buzzing Bees believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Due to the diverse needs of the children in our program, it is important to gather as much information about the best ways to engage and educate each child. Your child's growth and development are measured with developmental assessments and teacher/caregiver feedback. If your child/ren currently has an IEP/IFSP, it is beneficial to share a copy of this plan with us so we can work together to ensure that the plans in place are put into practice. You do not have to provide this information if you do not wish to do so.



# ADMISSION & ENROLLMENT

## Non-Discrimination

At Buzzing Bees we provide equal educational opportunities that are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## Staff Qualifications

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Head Teacher	Bachelor's Degree in Early Childhood	2 years
Lead Teacher	Associate Degree in Early Childhood Education	2 years
Group Teacher	Child Development Associate Credential	1 year

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

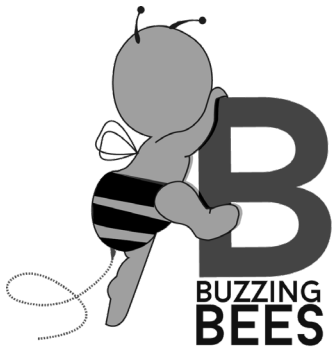
We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Buzzing Bees.

## Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff
Infants under 18 months	1:4
18 month- 2 1/2	1:6
2 ½ years-4 years	1:10
4 years	1:12
5 year-olds and older	1:15



## COMMUNICATION & FAMILY PARTNERSHIP

**Daily Communications For Infants Birth to 18 months.** For Infants daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day. Parents are welcome to reach out to our staff between 12p.m and 2p.m on Class Dojo for further communication.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking and posted on Class Dojo.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Parent Resource Binder.** Our community resource binder will be located in the entry way. This binder consist information pertaining to family health, safety and local resources for you families. Parents are welcome to share opinions, ideas and experiences and increase their understanding of learning and development.

**Family Visits\*.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

**Conferences.** Family & teacher conferences occurs at least once a year for children 6 weeks of age and older. During these conferences, we will discuss your child's milestones, strengths, likes and dislikes. Our staff will work together with families to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

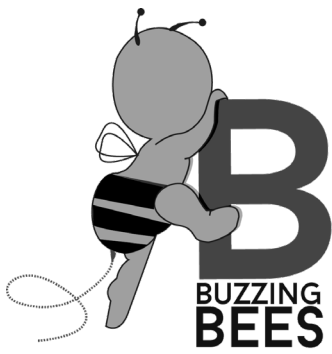
**Home visits\*.** To get to know our families better, Buzzing Bees offers families the opportunity for your child's teacher and a member of the administrative team to visit your home. This helps facilitate the bond between families and school while allowing the teacher the opportunity to connect with your child on a more personal level. Home visits will take place during the first few weeks of a new child's enrollment and/ or between September - November for students changing classrooms. Parents will be encouraged to participate but participation is not mandatory.

### **Open Door Policy\***

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.



## COMMUNICATION & FAMILY PARTNERSHIP

### Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website, Facebook, Instagram and Class Dojo. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. Please complete the attached photo release form. Based on contact.

## CURRICULA & LEARNING

### Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### Curricula & Assessment

Buzzing Bees uses Creative Curriculum. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom and on Class Dojo.

### Developmental Screening

Buzzing Bees uses Gold screening tool. To coincide with Creative Curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### Outings and Field Trips

Weather permitting; we conduct a 60 minutes of supervised outdoor play and/or walking trips around the neighborhood two times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

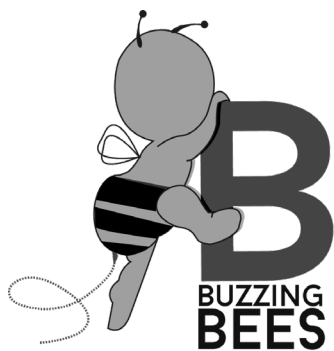
From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. **Permission Slips** for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

**Please note: If your child/ren is unable to attend their class field trip, he or she will have to be absent, all staff are required to attend trips based on child to staff ratios.**





## CURRICULA & LEARNING

### Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you. Parents are welcome to call for updates.

#### Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

#### Transition to elementary school

Transition activities such as a graduation and creating a mural of special friends and special times at our center will be part of your child's transition on to another school. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer. Buzzing Bees, provides an activity- focused early learning environment. We believe children learn best through active play and because we care about the health and well-being of the children in our care, we follow best practice of, NO Screen Time to children in our center.

### Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

### Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Please notify Buzzing Bees one week prior if you wish to celebrate your child's birthday. Healthy beverages and snacks are welcomed, we do not accept home cooked items due to allergy concerns. Buzzing Bees is a **peanut free** environment. All celebrations are held at afternoon snack time and is limited to 1 hour. We ask that you notify us via email or Class Dojo prior to birthday celebrations. We ask that you donate an educational item, ex. Books, puzzles, or other manipulatives to your child's classroom.

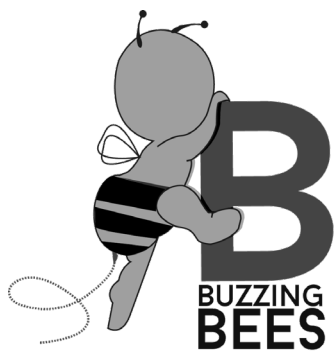
### Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10-15 minutes.

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 minutes.



## CURRICULA & LEARNING

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

### **Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

### **Health and Physical Education**

Teachers incorporate lessons on healthy eating, nutrition and the importance of physical education into their monthly lesson plans. Physical activity is an important part of the Buzzing Bees curriculum. Children attending Buzzing Bees will engage in a minimum of 60 minutes of physical activity daily either inside or outdoors. Here at Buzzing Bees:

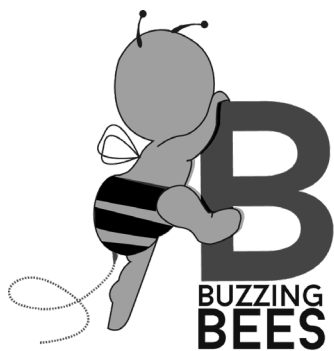
- Staff will promote developmentally-appropriate physical activity to help children (and themselves) prevent sedentary related illnesses and practice lifetime healthful habits
- Teachers shall lead teacher-directed activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors
- Active play will not be withheld from children as punishment
- Staff will participate in active play instead of sitting on the sidelines
- Children will play outdoors as long as the temperature is 40°F or above
- Children will need to be dressed weather-appropriately for outdoor play
- Footwear should provide support for running and climbing. Examples include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily. Buzzing Bees is dedicated to ensuring all children receive age appropriate physical activity. Please see below our commitment to all ages.

#### **Infants (Birth to 12 months)**

- Babies who are not yet crawling spend 3 to 5 minutes on their tummies interacting with their caregivers each half day while awake
- Infants are not placed in restricted equipment for more than 10 minutes at a time, except during meals and napping
- All infants are taken outside in bouncers based on center-wide temperature requirements

#### **Toddlers (12 months to 3 years old) and Preschoolers (3 to 6 years old)**

- Toddlers shall participate in 60-90 minutes per day of moderate to vigorous physical activity indoors/outdoors including but not limited to exercise and games.
- Preschoolers participate in 60-90 minutes per day of moderate to vigorous physical activity. This includes transitional activities, brain breaks and indoor/outdoor play.



## GUIDANCE

### General Procedure

Buzzing Bees is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Any staff persons who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, humiliating and/or frightening treatment, or any other kind of abuse, neglect, or exploitation by any adult, is required by New Jersey state law to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873).

### Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Buzzing Bees has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### Physical Restraint

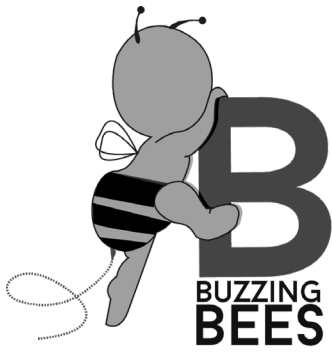
Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.



## TUITION AND FEES

All payment and fee processing will be completed by the center's Director. He/she will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Vija Sanichar at [vija@buzzing-bees.com](mailto:vija@buzzing-bees.com) or 973-687-8896.

### Tuition Rates

Full-Time Rate (5 days) 7a.m-5p.m: \$ \_\_\_\_\_ per Week, 7a.m-6p.m: \$ \_\_\_\_\_ per Week.

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

### Tuition Deposit

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit. **All desposits are not refundable.**

### Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due the Friday before services are rendered and as outlined in the Enrollment Agreement.

A non-refundable registration fee of \$100 is due annually based on renewing your contract.

### Methods of Payment

Three methods of payment are available for families' convenience. Families can pay by cash, check or money order.

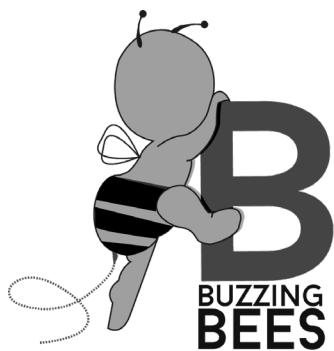
### Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of \$35 will be added to your next tuition payment for each week that it is late. Repeated late payments will result termination of contract.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.



## TUITION AND FEES

### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$50 per hour will be assessed beginning any minute after your pick-up time and will be due upon arrival. Repeated late pick up may result in child care services being terminated.

### **Other Fees**

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.
- A non-refundable enrollment/ registration fee of \$100 is due annually on renewal of contract.

### **Credits & No Credits**

• Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.

• Weather-related or Environmental Disaster or Pandemic - in the event of a serious crisis during which we are prohibited from operating, families shall pay 60% for the next 3 weeks. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent or arrive after 9 A.M., please notify us via Class Dojo. We will be concerned about your child if we do not hear from you.

### **Withdrawal**

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

### **Transfer of Records**

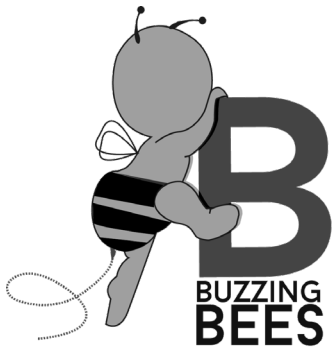
Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### **Closing Due to Extreme Weather**

Should severely weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Class Dojo.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.



## DROP-OFF AND PICK-UP

### General Procedure

We open at 7:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in. CUT OFF ARRIVAL TIME 9:30a.m. Your child will be considered absent if not dropped off before 9:30a.m.

School age care will also be conducted at these times:

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

All parents are asked to wash their hands and child's hands upon entry of the childcare center. Hand washing is easy to do and it's one of the most effective ways to prevent the spread of many types of infection and illness in all settings. Hand washing can stop germs from spreading from one person to another and throughout an entire community. Alternatively, hand sanitizer can be found throughout the building and while it does not replace hand washing it can be effective in eliminating some germs.

### Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

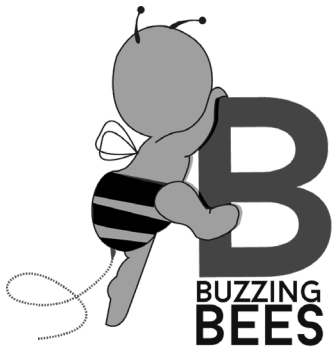
To safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child, if possible, but if after 6:00 p.m. hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Please revise release policy listed below.



## PERSONAL BELONGINGS

### What to Bring

- Infants: Enough clean bottles (4-6) for a day's use, at least 6 diapers per day, 4 packs of wipes for the month, and at least 4 changes of clothes per day. All bottles must be labeled and dated.
- Toddlers: Enough clean bottles (4) for a day's use (if applicable), 6 diapers/daily, 4 packs of wipes for the month and at least 2-3 changes of clothes per day. All bottles must be labeled and dated.
- Older Toddlers: at least 3 changes of clothes or more per day if going through the toilet training program and 4 packs of wipes for the month.
  - Preschoolers: at least 2 changes of clothes, socks, and shoes and one pack of wipes for the month

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### Cubbies

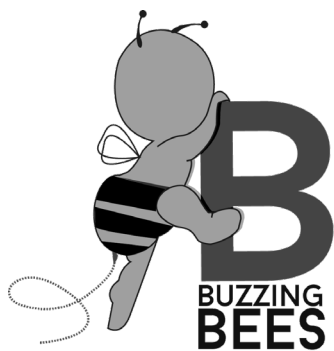
Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

### Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the office. Please note that we are not responsible for lost personal property.

### Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.



# NUTRITION

## NUTRITION

### Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

### Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.

Bean & cheese dip	Chicken strips	Cheese quiche	Whole Wheat Macaroni & Cheese
Tortilla chips (crackers)	Whole Wheat Roll	Fresh fruit cup	Tuna Salad
Tropical fruit salad	Orange wedges	Broccoli	Green Beans
Broccoli	Broccoli	Milk	Carrots
Milk	Milk		Milk

### Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

### Mealtime

At mealtime the dining table is set with disposable plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first aid for choking is present at all meals.

### Infant Feedings

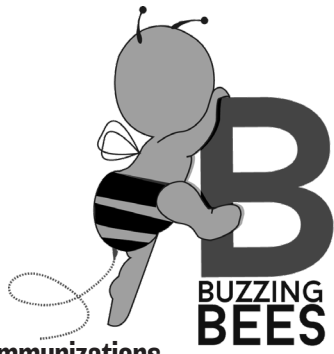
Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 10 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

### Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.





# HEALTH

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every quarter, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

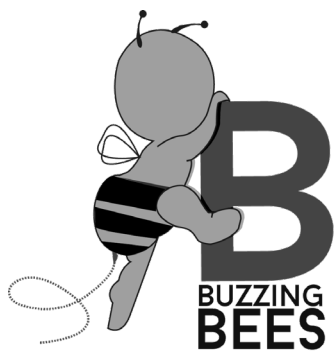
## Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting - green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.



## HEALTH

- Has a physician or other health professionals written order that child be separated from other children.

### **Children who have been ill may return when:**

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and.
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

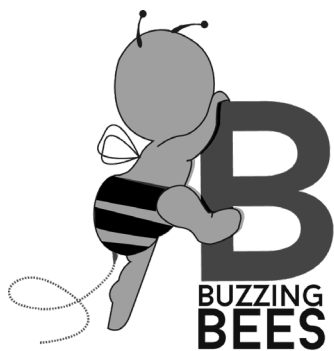
(A) Our center does not administer prescription or over the counter medication to children.

(B) All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

•Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

•**Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

(C) **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent/guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.



## HEALTH

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. If a child exhibit any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and the parents will be called to take the child home.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

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 local health department or 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 presents no risk to himself/herself or others:

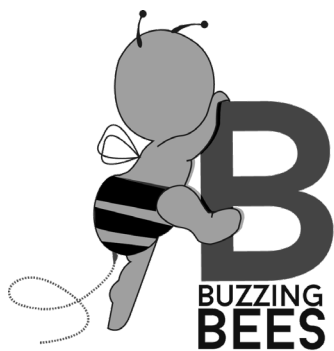
Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, 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 list of reportable excludable communicable diseases, can be found at.

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)



## SAFETY

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 40 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is AQI: Unhealthy for Sensitive Groups (101 - 150)

Although public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at a greater risk from exposure to ozone, whereas persons with heart and lung disease, older adults and children are at greater risk from the presence of particles in the air

### **Communal Water-Play**

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions to sterilize the area prior to another group usage are taken to ensure that communal water-play does not spread communicable infectious disease.

### **Injuries**

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries.

First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

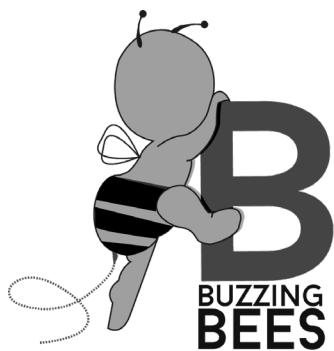
Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on the center's



## SAFETY

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, can inflict bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

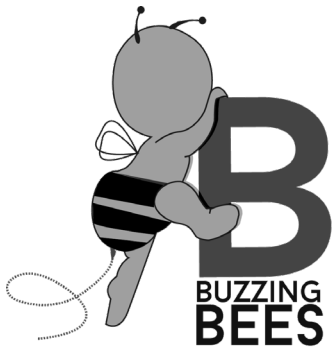
In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Suspected Child Abuse**

All employees are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.



## EMERGENCIES

### Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### Fire Safety

Our center is fully equipped with alarms, cameras, emergency lighting, and rolling cribs for emergency evacuation. All staff are CPR certified. Our fire evacuation plan is reviewed with the children and staff monthly. Monthly fire drills are conducted.

### Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrive

## CENTER POLICIES

Our center policies not included in this handbook are reviewed every six months and updated as needed. They are available for review upon request to the center director.

### IEP OR IFSP POLICY

Please complete the information below and submit supporting documents (if applicable):

### Parent Sign-off Sheet

Child's Name: \_\_\_\_\_

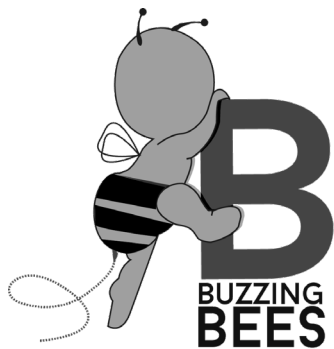
- I am providing a copy of my child's IEP or IFSP.
- My child has an IEP or IFSP, but I am not providing a copy of my child's IEP or IFSP.
- My child does not have an IEP or IFSP.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Confidentiality

Unless we receive your written consent, information regarding your child will not be released to anyone who does not sign the Parent Contract with the exception of those documents required by our regulatory and partnering agencies. All records are kept confidential.



# EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

## **IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

## **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

## **CHILD'S ACTIONS FOR EXPULSION:**

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

## **SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

## **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

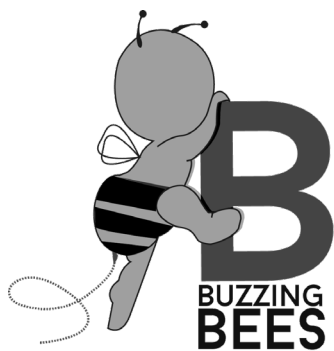
- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.

Questioned the center regarding policies and procedures.

Without giving the parent sufficient time to make other childcare arrangements.

## **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.



## 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. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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.

You can use positive discipline by planning:

- 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 he/she 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 a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove 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:

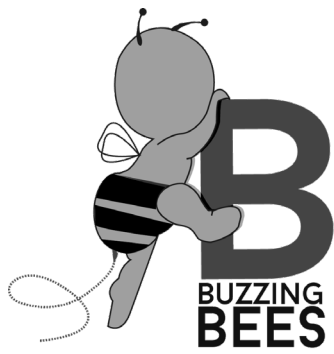
- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook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

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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.





## INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare 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 childcare matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food, and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

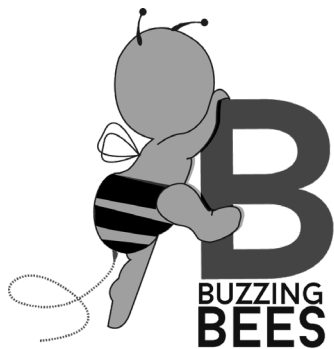
Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.



## INFORMATION TO PARENTS

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

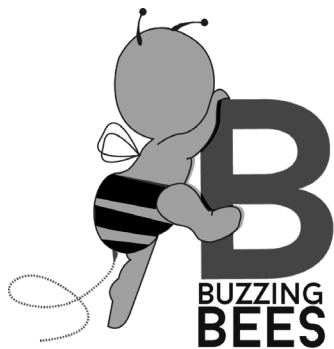
Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



## MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibit any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free 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 local health department or Department of Health.

### Table of Excludable Communicable Disease

A child who contracts any of the following diseases may not return to the center without a health care provider's note. All the diseases listed are reportable to the health department by the center.

#### Respiratory Illnesses

Chicken pox German Measles Hemophilus Influenza Measles Meningococcus Mumps

Strep Throat Tuberculosis Whooping cough

#### Gastrointestinal Illnesses

Campylobacter

Escherichia coli Giardia Lamblia Salmonella Shigella

#### Contact Illnesses

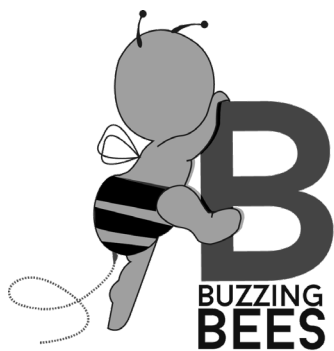
Impetigo Lice Scabies Shingles

If a child is exposed to any excludable disease at the center, 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 list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).



## THE IMPORTANCE OF A MEDICAL HOME

You may have heard others use:

- “Health home”
- “Primary care home”
- “Advanced primary care”
- “Medical home neighborhood”

The AAP will refer to this concept as a “patient- and family-centered medical home”. A medical home is an approach to providing comprehensive primary care that facilitates partnership between patients, physicians, and families. The AAP believes that every child deserves a medical home, where care is accessible, continuous, comprehensive, patient- and family-centered, coordinated, compassionate, and culturally effective.

In the pediatric population, a medical home should include:

- Patient- and family-centered partnership: A medical home provides patient- and family-centered care through a trusting, collaborative, working partnership with families, respecting their diversity, and recognizing that they are the constant in a child’s life.
- Community-based system: The medical home is an integral part of the community-based system, a patient- and family-centered coordinated network of community-based services designed to promote the healthy development and well-being of children and their families. As such, the medical homework with a coordinated team, provides ongoing primary care, and facilitates access to and coordinates with, a broad range of specialty, ancillary and related community services.
- Transitions: The goal of transitions is to optimize life-long health and well-being and potential through the provision of high-quality, developmentally appropriate, health care services that continue uninterrupted as the individual moves along and within systems of services and from adolescence to adulthood.
- Value: Recognizing the importance of quality health care, appropriate payment for medical home activities is imperative. A high-performance health care system requires appropriate financing to support and sustain medical homes that promote system-wide quality care with optimal health outcomes, family satisfaction, and cost efficiency.

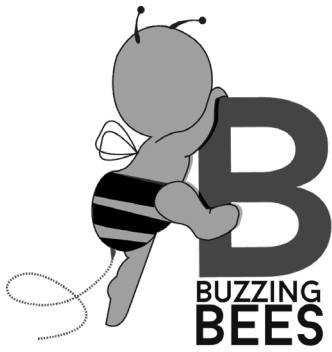
The medical home concept focuses on the needs of the child and family. It recognizes that there are a variety of people and resources that are influential in their health and well-being.

Why is a Medical Home Important?

- Enhanced efficiency for children & families
- Family feels supported at all stage of their child’s development:
  - The family feels they have a partnership with the pediatrician related to decisions about their child’s care.
- Improved coordination of care:
  - A plan of care is developed by the pediatrician, child or youth, and family and is shared with other providers, agencies, and organizations involved with care of the patient.
  - A central record or database containing all pertinent medical information, including hospitalizations and specialty care, is maintained at the practice. The record is accessible, but confidentiality is preserved.
- Efficient use of limited resources; connection to information & support
- Opportunities for professionals to gain expertise & competence:
  - Pediatricians learn about the childcare group setting
  - Childcare providers learn about health and safety best practices
- A forum for problem solving
- Identification of community needs & strategies for addressing them

Who is Involved in a Medical Home?

- Childcare providers
- Dentists
- Financial assistance
- Health care specialists, such as speech, physical, and occupational therapists
- Mental health services
- Parent support
- Parents or guardians
- Pediatricians
- Religious/spiritual support



## RELEASE OF CHILDREN POLICY

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

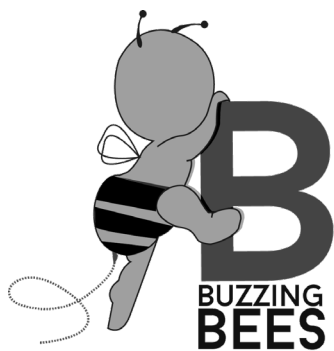
If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is always supervised.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1- 877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



## BREASTFEEDING POLICY

**Breastfeeding mothers shall be provided a place to breastfeed or to express their milk.**

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.

**A refrigerator will be made available for storage of expressed breastmilk.**

Breastfeeding mothers and employees may store their breastmilk in a designated area in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date. Containers should be brought to school in a sealed zip lock bag.

**Sensitivity will be shown to breastfeeding mothers and their infants.**

Buzzing Bees Learning Center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby during the time their baby is at the center and holding off giving a bottle, if possible, when mom is due to arrive. Formula and solid foods will not be given to baby unless the mother has requested. All babies, regardless of what they are fed (breastmilk or formula) will be held closely. Bottles will never be “propped up” in an infant’s mouth.

**Staff shall be trained in handling human milk.**

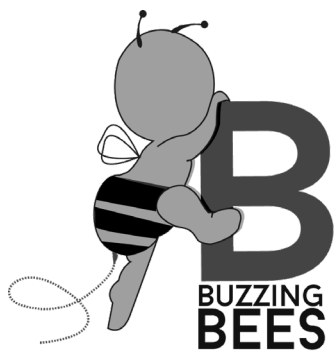
All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is handled in a sanitary manner and treated to avoid waste.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

**Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their child.** The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunches and breaks, sick/annual leave may be used, or at the manager’s discretion, the employee may come in a little earlier or leave a little late to make up the time.

**Breastfeeding information will be displayed.**

Buzzing Bees Learning Center will provide information on breastfeeding, including names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.



## SOCIAL MEDIA & USE OF SCREEN TIME

Buzzing Bees employees have the responsibility to maintain and enhance the Center's public image and to use the Internet in a responsible manner. Employees must always maintain professionalism in all communications (in-person, written, or online/ class dojo) with the Center's policy. All staff must be aware of the possibility of online content being shared with coworkers, and parents and staff from other classrooms within the Center, as well as others outside the Center.

Therefore, all information disseminated will be consistent with the professional standards of the Center as expressed within this Social Media Policy and the Center's Handbook.

Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.

Any breaches of the center's Policy on the Use of Technology and social media identified must be promptly reported to the Director. General center information/updates may be posted with prior approval from the director.

Posting of private or sensitive company, staff, or prior staff, and/or enrolled or previously children/family information is prohibited.

Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites and approved devices only.

Staff/parent communication is limited to center sites (Class Dojo) only.

Staff/parent communication is limited to center sites (Class Dojo) and personal sites, with center director's permission.

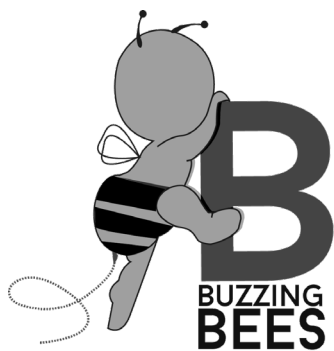
Use of social media/networking and/or other websites is prohibited when supervising children.

Employees may be held responsible for any online behavior or content that connects them to the Center or implicates the Center in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with the Center's mission and philosophy.

The publication of photos, images, or artwork of students at the Center, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at the Center have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions. Employees must consider and respect the privacy of the students, faculty, staff, and administrators of the Center in all online activity.

### SCREEN TIME POLICY

Buzzing Bees Learning Center, provides an activity- focused early learning environment. We believe children learn best through active play. We care about the health and well-being of the children in our care, and we prefer to follow best practice of, NO Screen Time to children in our center.



## FAMILY ACTIVITY POLICY

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

### Advisors:

- Discussion of Program Goals - annual meeting for families to provide input into our plan for the program.
- Parent Advisory Committee - meets 4 times a year to review progress toward annual goals.
- Classroom Representative - serves as a liaison between classroom parents and teachers
- Home and School Committee - meets monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Holiday Gathering
- Fall Festival
- Annual Family Picnic

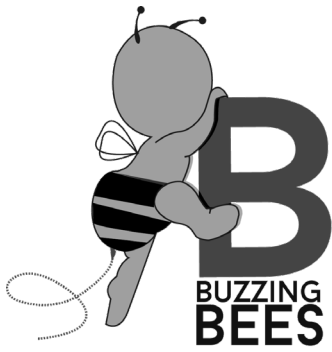
Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Contribute to class fundraisers
- Family Teacher conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child





## FAMILY HANDBOOK ACKNOWLEDGEMENT

Please check each box acknowledging that you have read and understand the policies stated within each section of the Parent Handbook. Please detach this page and return it to the center prior to enrollment or during your contract renewal period, About Us

### Admission & Enrollment

- Home Language
- Communication & Family Partnership
- Curricula & Learning
- Guidance
- Tuition & Fees
- Attendance & Withdrawal
- Drop off & pick up
- Personal Belongings
- Nutrition
- Health & Safety
- Emergencies

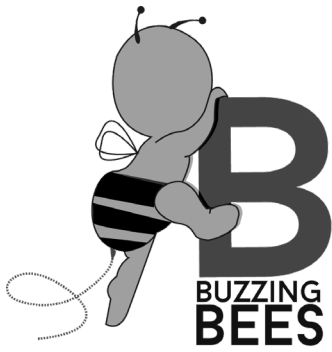
In addition, please check in each box acknowledging that you have read and understand the following policies located in the body of the Parent Handbook and the Appendix.

- IEP or IFSP Documents
- Expulsion Policy
- Guidelines for Positive Discipline
- Information to Parents Document
- Policy on the Management of Communicable Diseases
- Medical Home
- Policy on the Release of Children
- Breastfeeding Policy
- Parental Notification
- Social Media & Screen Time Policy

This handbook may be updated from time-to-time, and notices along with new or revised policies will be provided in a timely manner.

### EMPLOYMENT BETWEEN STAFF AND CLIENTS ENROLLED POLICY

Buzzing Bees prefers Families not to enter employment arrangements with staff (i.e., babysitting). Any arrangement between families and our teaching staff outside the programs and services we offer will not be allowed and will result in the immediate termination of our teaching staff from Buzzing Bees.



## FAMILY HANDBOOK ACKNOWLEDGEMENT

### FAMILY HANDBOOK ACKNOWLEDGEMENT

I have received Buzzing Bees Handbook, and I have reviewed the family handbook with a member of the Buzzing Bees staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in Buzzing Bees Handbook that I do not understand.

This handbook may be updated from time-to-time, and notices along with new or revised policies will be provided in a timely manner.

Thank you for your cooperation.

Parent (1) Name: \_\_\_\_\_

Parent (1) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent (2) Name: \_\_\_\_\_

Parent (2) Signature: \_\_\_\_\_

Date: \_\_\_\_\_