

## Jefferson Park Preschool! Parent Handbook



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Play | Learn | Grow

*Want to keep up with what your children are doing in school? Make sure you check out our blog [jeffersonparkpreschool.org/blog](http://jeffersonparkpreschool.org/blog) for the latest post from your child's teachers. If you are interested in submitting a post please email the address above!*

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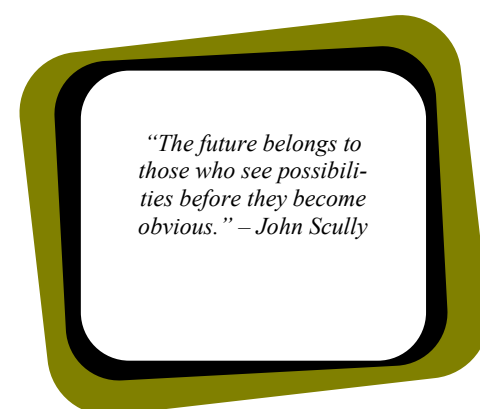
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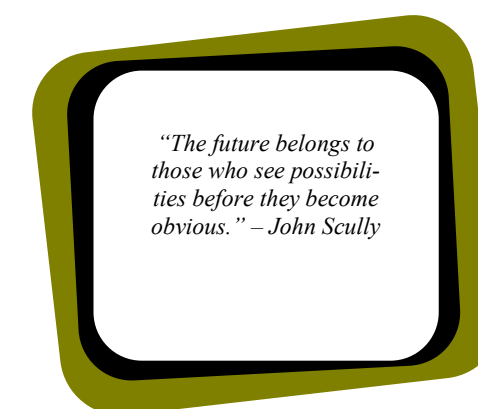
## **The Vision of Jefferson Park Preschool**

*Jefferson Park Preschool Program is a place where parents, staff and care givers are collectively and enthusiastically involved in the education and development of preschool age children. Jefferson Park is a warm and clean environment; that nurtures positivity and love not just within the classroom but throughout the entire community. We understand the profound impact we have on children and families of our community and we strive to be excellent in everything that we do!*



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## **Emergency Closings**

Jefferson Park Preschool will close or have delayed openings for hurricane, snow or natural disasters. When Elizabeth Board of Education closes so does our building; you can call into our school and the voice recording will let you know if our center is open or not. For information on school closings please refer to the following sources:

Website: [www.Jeffersonparkpreschool.org](http://www.Jeffersonparkpreschool.org)

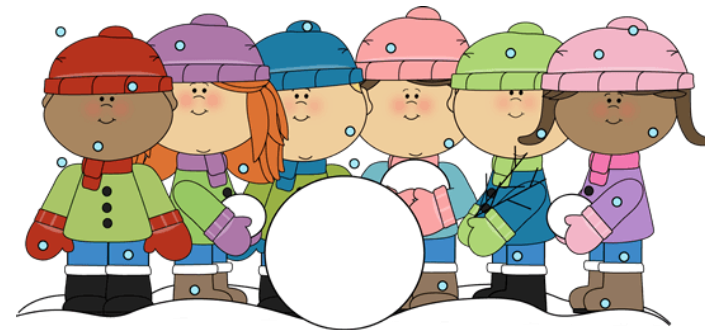
Radio Stations: WINS-1010 AM, WOR-710 AM, NJ-101.5 FM, WTCT-150, WMCG-98.3

Television Stations: News 12 New Jersey and WRNN-TV

If an emergency specific to our building causes a closing, you and/or your emergency contact will be notified by telephone to inform you of the necessary procedures.

**It is necessary that you keep your phone numbers up-to-date at school. Also please update all emergency contact phone numbers as well. Please notify us immediately about any changes to your contact information.**

**It is your responsibility to keep us informed about how to reach you in case of emergency.**



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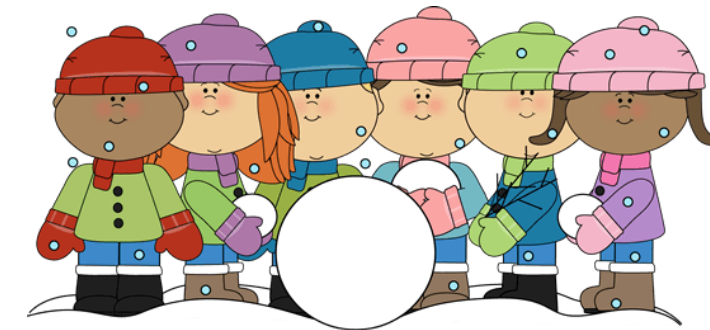
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## **Introduction to Center**

Jefferson Park Preschool was established in 1969 by the concerned Elizabeth residents as a private, non-profit organization to provide quality day care for children of working parents.

Accreditation and Staff: Jefferson Park Preschool is fully accredited and licensed by the State of New Jersey Department of Development. The director and teachers are fully certified in providing Early Childhood Education curriculum. The staff, in addition to the director consists of five teacher, five teacher assistants, afterschool staff, custodial personnel, one full time and part time family worker, administrative staff, security guard and several consultants.

The Program: Jefferson Park Preschool is open from 7:30 AM to 5:30 PM Monday through Friday. As part of the New Jersey Abbot program, we work with the Elizabeth Board of Education to provide a full-day, year round academic curriculum for our children and families. Our wraparound program covers the afterschool program.

A Safe and Nurturing Atmosphere: Jefferson Park offers an excellent learning environment which allow for the optimum growth of each child. The center establishes a strong educational base for the child's elementary school years and enables them to excel in future endeavors.

The Board of Trustees/ Parent Involvement: The Board of Trustees who makes up residents of this community governs the center and provides guidance. There is an active parent group established each year to aid in fundraising and the decision making process.



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### Coming to the Center

Drop off time for your child is between the hours of 8:15 AM and 8:25 AM; if your child is dropped off after that time they are considered late.

Please remember the following:

- Please do not block the pedestrian walk with your car.
- Please do not block the parking lot with your car.
- Take your child out of the car on the sidewalk side of the road. You must assist your child in crossing the street by holding their hand.
- At pickup/drop off times please look for information posted in the lobby, hallways and cubbies in order to keep up with school activities and events.
- **No one under the age of 14 will be permitted to pick up your child.** Make sure you list all people who will pick up your child on your intake sheet. Those individuals must carry a valid form of identification in order for your child to be released to them.
- You child must be accompanied by an adult at all times. Upon entering you are to stay with your child, put his/her belongings in the cubby. Your responsibility as a care giver ends and begins once your sign your child in/out of the building.
- If your child has been injured overnight please point this out to the teacher before leaving your child in our care.
- If your child is being bused to school please check their belongings carefully for notices being sent home.



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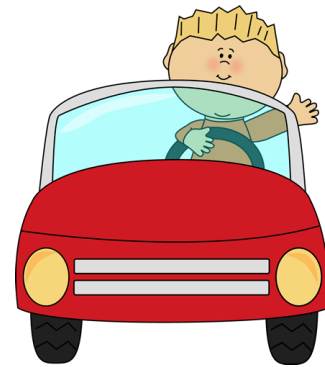
### **Picking up Children**

For your child's safety please remember to do the following when your child is picked up from Jefferson Park:

- Tell the teacher in charge that you are taking the child home
- Check cubby for notices or anything that needs to be taken home
- Make sure your child stays with you as you are leaving
- Sign your child out on the attendance sheet in the lobby
- If the classroom teacher or the office staff asks for identification please cooperate. Staff members must check I.D if we do not recognize you or the person picking up your child. If you sent someone else to pick up your child and they are not on the list please call the office before hand. State law prohibits your child to be released to anyone if not listed. If you are sending someone new to pick up your child please tell them to do the following: 1) Identify themselves in office or classroom 2) Check cubby 3) Inform teacher they are removing the child 4) Sign child out in the lobby
- The pickup person must be 14 years old
- Children are not to be picked up no later than 3:30 PM for normal school and 5:30 PM for after care. A rate of \$10 for every 10 minutes of lateness will be charged. If we cannot get in contact with anyone after a sustained period of time, center staff may call DYFS to come and obtain the child.

Don't forget the following when it comes to picking up your child:

- Make sure the teacher knows the child is here when you bring the child in the classroom
- Make sure the staff knows that you are removing the child from the classroom or playground at pickup time.
- Bring in and pick up the child on time
- Replace the extra sets of clothes immediately when clothing is sent home after an accident.
- Label all clothing, backpacks, ect. that are sent to the school. The staff cannot be responsible for unidentified belongings.
- Check your child's cubby for announcements
- Check the classroom, doorway, hallway and lobby for announcements.



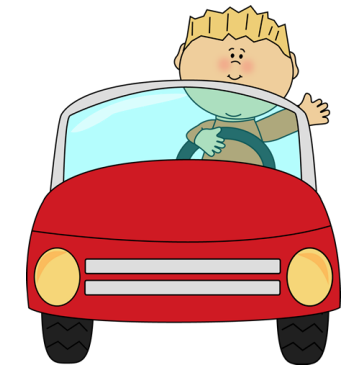
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**Policy on the Release of Children**

Each child may be release on to the child’s parent or person authorized by the parent to take the child from the center and to assume responsibility for the child in an emergency if the parent or guardian 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 o the effect, maintain a copy on file and comply with the terms of the court order.

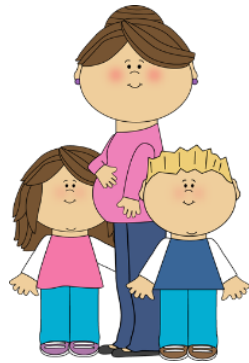
If the parent or person authorized by the parent fails to pick up the child at the dime of the center’s closing, the center shall ensure that:

- The child is supervised at all times
- Staff members attempt to contact the parent or authorized person
- An hour or more after closing time, and provided that other arrangement for releasing the child to his/her parent or person authorized by the child’s parent, have failed and the staff member cannot continue to supervise the child at the center, the staff mem-ber shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE to seek assistance in caring for the child until the parent or person authorized by the child’s parent is able to pick the child up.

If the parent or person authorized by the parent appears to be physically and/or emotion-ally 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:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child’s other parent or an alternative person au-thorized by the parent; and
- If the center is unable to make alternative arrangements, a staff member shall call the 24- hour Child Abuse Hotline 1-877-NJ- ABUSE. (1-8770652-2873) to seek assistance in caring for the child.

For school age child care programs, no child shall be released from pro-gram unsupervised except upon written instruction for the child’s parent.



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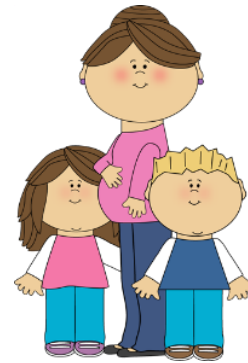
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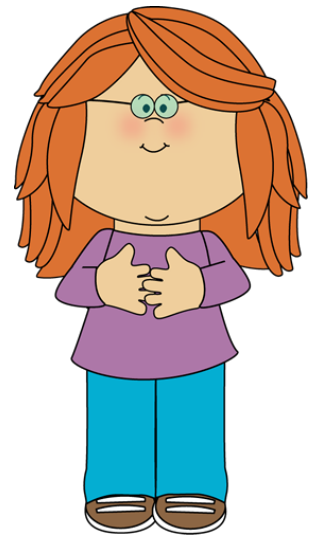
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### **Attendance Policy**

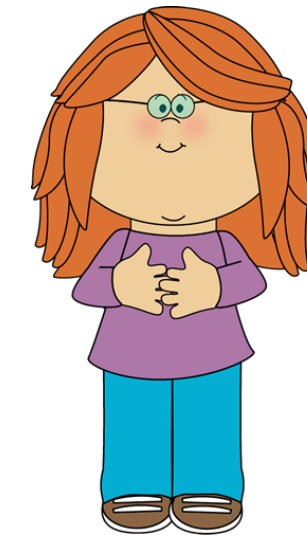
The attendance of children enrolled at Jefferson Park Day Care Center is monitored and reported to the Board of Education on a daily basis.

Children should be present every day. After two days of absence parents must bring a doctor's note covering the dates the child was absent

We expect all children to attend regularly except when illness or a special event prohibits them from doing so. Children with excessive absences may be at risk for removal from school. Our funding sources depend on our Level of Services or LOS (child's attendance).

You must call the school before 8:20am if you child will be absent or will be coming to school late. The monthly voucher verifies your child's attendance.

**Vacation:** Parent/Guardian must sign a notice of vacation at the front office. Only 10 school days are permissible after that your child risk losing their spot.



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**Vacation:** Parent/Guardian must sign a notice of vacation at the front office. Only 10 school days are permissible after that your child risk losing their spot.

### **Calling for Absence or Lateness**

Please call us at 908-354-2266 if your child will be absent.

1. A call is required if your child will be coming to school late. Frequent tardiness may result in your child losing their spot.
2. Parent must go to classroom to request breakfast for child.
3. Parent is required to sit with child at a table placed outside of the class until child has eaten.

Because state regulations require us to keep an all-school illness log, we would like you to give us the reason for the absence. Medical and WIC appointments are valid reasons for late arrivals. Let your family worker know ahead on time.

Repeated tardiness is not acceptable. Your teacher and/or administrator will be talking to you about this problem if it occurs. Consistent tardiness after problem-solving consultations may result in the child's removal from school.

Repetitions of overtime pickup may result in the child's removal from school.

According to state law, DYFS is called after one hour if the school cannot reach the family or the pick-up persons. Do not subject your child to this situation.

**It is our duty by law to report such situations to DYFS. Let's work together so this will not be necessary.**



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### **Behavior Development | Discipline | Social Skills**

Your child is about to enter or has already started attending our program for preschoolers. This will be the first group experience for many of the children involved. Some will not yet have the social skills necessary for successful group participation.

Children aged three or four often revert to physical behavior when they are confused, frustrated, or otherwise disappointed. As parents and teachers we are not happy when children hit, scratch, kick, spit, push, or bite. However, we must be prepared to deal with these situations as they occur.



We want you to understand that you need not be embarrassed or ashamed if your child should hurt or act aggressive towards another child during a disagreement. We do ask that you cooperate with us in helping your child understand that such unacceptable behavior cannot be tolerated in a school setting.

It is important that aggressors come to understand the pain or problems their behaviors have caused. At school we will ask them to help the child they have just hurt, and to listen to how that child feels after the incident. Our goal is for the offender to develop empathy for the injured child. We do not ask for or expect apologies. We understand that changes for the better cannot be expected immediately. Learning social skills takes time.

When children repeat unacceptable behaviors or act in a manner which endangers the safety of their classmates, their teachers, or themselves, our policy is to require the parents to remove the child from attending for an agreed-upon period of time. This is done to reinforce that the behavior is not allowed at school. To make it most meaningful, the removal should occur as close to the unacceptable behavior as possible. Although we know this may cause an immediate problem for working parents, we feel the results are worth the effort in preventing repetitions of the unwanted behaviors. We want to give the message that all our children are protected from unsafe behavior.

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## **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our programs 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 children in order 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 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
- As determined by Center Director

### **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.
- As determined by Center Director

### **SCHEDULE OF EXPULSION**

1. 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 of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
2. The parent/guardian will be informed regarding the length of the expulsion period.
3. The parent/guardian will be informed about expected behavioral changes required in order for the child or parent to return to the center
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety)
5. Failure of the child/parent to satisfy the term of the plan may result in permanent expulsion from the center.



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A CHILD WILL NOT BE EXPELLED

If a child’s parent(s):

- Made a complaint to the office of licensing regarding a center’s alleged violations of the licensing re-quirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN INORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child’s disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion.  
The director, classroom
- Staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior. Rec-ommendation of evaluation by professional consultation on premises.



A CHILD WILL NOT BE EXPELLED

If a child’s parent(s):

- Made a complaint to the office of licensing regarding a center’s alleged violations of the licensing re-quirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN INORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
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### **Illness and Medication**

We have no facilities for sick child care. Children who are ill or who have fever should not be at school. We will call the parents for immediate pickup if children are feverish or develop a fever while at school. No child is to stay at school with a fever of 100 degrees F or above.

Some children are not able to participate in school activities with even a slight fever. If this is the case, families will be called to pick up the child.

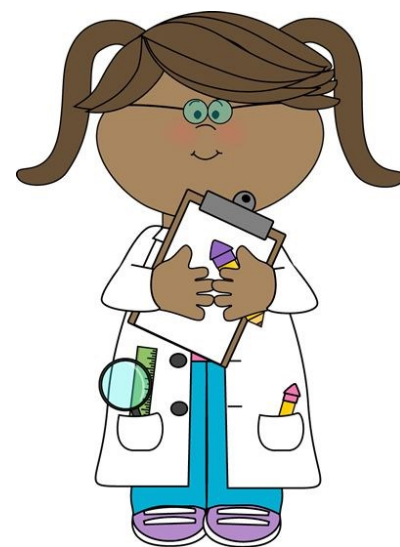
Children who have had fever should be kept at home for 24 hours after the fever has returned to normal;

We will also call for pickup if children appear ill and are not able to participate in school activities, or show signs of any communicable disease. Your cooperation is expected in the interests of the health of your child, classmates and the staff.

Certain medical conditions may require doctor's certification for the child's return to school. An unexplained absence requires a doctor's note.

Please notify our family workers and teachers of any underlying medical conditions of your child. We want to ensure that we are alert and aware in case of an emergency.

**Jefferson Park will not administer medication. If your child condition requires these services, parents must administer.**



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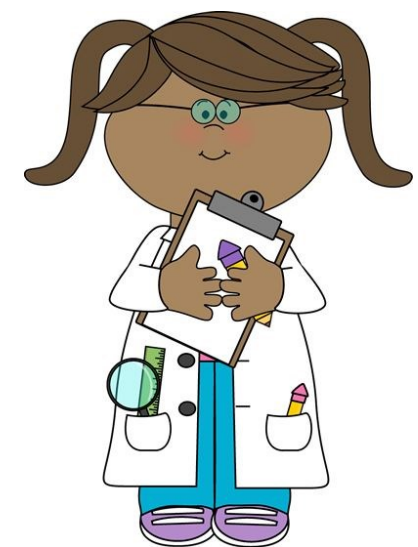
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# School Policy on Communicable Diseases

Parents: Please use this information as guidelines only for when your child is ill. If you have any questions, contact the school.

## I. Chickenpox (Varicella)

A. Exclude from school until all lesions are dry and crusted, approximately 7 days, including week-ends.

## II. Conjunctivitis (Pinkeye)

A. May return to school with a physician’s written note:

- Bacterial- exclude from school until 24 hours of antibiotic treatment completed
- Viral- exclude from school until discharge ceases

## III. Fever

A. If your child’s temperature is 100 degrees Fahrenheit or higher, He/she should remain home until without fever for 24 hours.

IV. Influenza (Flu) abrupt onset of fever, chills, headache, and sore muscles. May also have runny nose, sore throat, and cough.

Exclude from school while child has a fever or does not feel well.

## V. lice

A. Exclude from school until treated; recommend a non-pesticide product. Must be nit free (no eggs found) upon return.

B. Must be checked and cleared for return to school by the doctor or teacher. Parent must bring child into clinic for check and not allowed to ride the bus till cleared.

## VI. Measles-German Measles-Mumps

A. Readmission to school with a physician’s examination and written permission slip signed by the physician:

Measles- exclude from school for at least 4 days following onset of rash.

German Measles- exclude from school 7 days following onset of rash.

Mumps- exclude from school for 9 days following onset of Swelling

## VII. Meningitis

A. Readmission to school with physician’s examination, treatment, and written permission slip signed by the physician:

Bacterial Meningitis- exclude from school until adequately treated by a physician, minimally 24 hours of

Viral Meningitis- exclude from school while has fever. Must be under physician’s care. Strict hand washing antibiotics. Must be under physician’s care after toileting required since child may excrete virus in stool for 1-2 months.

## VIII. Rash

A. Skin rashes of unknown origin should be evaluated by a physician before the child returns to school.

IX. Ringworm- flat, ring-like rash on skin. Scalp ringworm has scaly patches of temporary baldness.

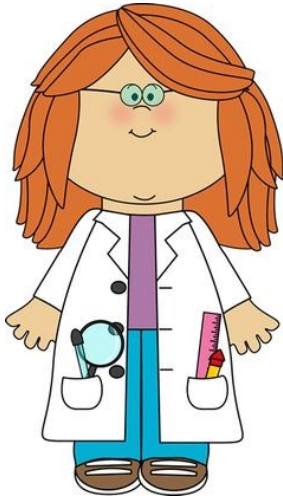
A. Exclude from school until 24 hours of appropriate antifungal treatment completed. Treatment for scalp ringworm requires a prescription antifungal medication. Exclude from contact activities until lesions are gone. For scalp ringworm, do not share hair items. A return-to-school slip from the physician is required for scalp ringworm.

## X. Scabies

A. Exclude from school until treated with proper medication- requires a prescription medication. A return-to-school slip from the physician is required. It is recommended that all family members be treated at the same time as the student

## XI. Vomiting and Diarrhea (Intestinal Viral Infections)

A. Exclude from school until without vomiting, diarrhea, or fever for a full 24 hours.



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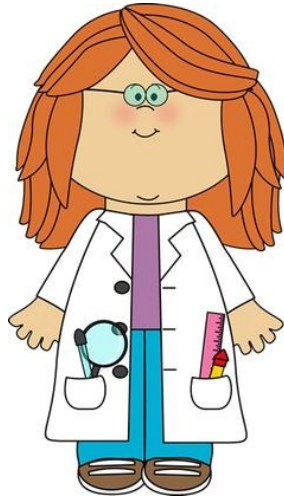
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## Clothing

Children should come to school in comfortable play clothes and closed toe sturdy footwear. They will be playing outdoor, weather permitting. Outwear should be appropriate to the season as needed.

Children’s play is their work. We expect them to be deeply involved in using the materials of clay, sand, water, paint, foods, etc. Their everyday clothing for school should be selected with this in mind.

Party and “special occasion” clothing should be worn to school only for special events.

Every child must have a complete change of indoor clothing including socks and underwear stored in the cubby. The clothing should be appropriate for the season and should be checked for fit periodically. Children out-grow clothing quickly.

Clothing sent home due to an accident means that the extra change of clothing from the cubby has been used. **This should be replaced with clean items immediately the next day.**

All extra and outdoor clothing used at the center must be labeled with the child’s name to prevent loss. If possible, footwear, backpacks, bags, etc. should be also identified.

Belts and fasteners on clothing should be simple enough for the child to manage.

For reasons of safety and to avoid loss, do not allow your child to wear valuable jewelry to school. Our staff looks after children first. Searching lost jewelry is not our responsibility.

**Remember: to label your child’s outdoor and extra clothing. Also identify backpacks and other equipment sent to school**



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## **Parent Participation**

Parents are welcomed to the center at any time for informal visits. However, if a length of time is required for special conference it will be wise to call for an appointment.

You as a parent are recognized as your child's "important first teacher." In order to share information which will assist both classroom staff and parents, parent-teacher conferences are scheduled twice -yearly. An annual open house is also held to acquaint parents with the children's experience in the classroom.

Parents meetings are scheduled monthly throughout the school year. These events help develop an understanding of school curriculum and procedures. Programs address parenting roles and child development. Opportunities are provided for active involvement in the school organization and staff/parent interaction.

Parents may be asked to accompany the school on the field trips. If they agree to do so, they will be assigned the care of small group of children under the direction the teacher of the class. Three educational trips are usually planned for each school year.

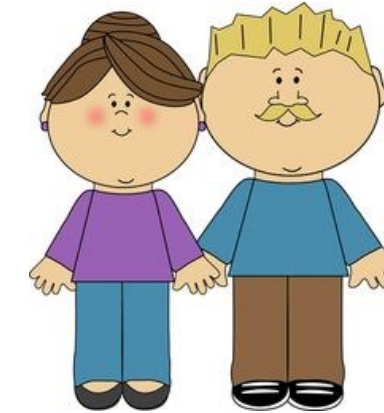
### ***We Are Here For Our Children and Families***

The center is intended to be a supportive service for your children and you, our families. Please approach your child's teacher, your family worker, or the office staff with your comments, suggestions, questions, or problems. We are here to listen and help out as we are able.

Children who attend our center are eligible for the same services that children enrolled in the school district receive. Social worker, occupational therapist, speech and language, and learning consultant services are available through our collaboration with the Elizabeth Board of Education under the Abbott mandate.

It is usually best to consult with us early as you see a problem beginning to arise, don't wait until it is a crisis!

Our doors always are open...



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# Classroom Food and Birthday Parties

We are asking our teachers/staff and parents to be very cognizant and careful of the food that is selected and brought into their classroom. Several of our students have severe food allergies it’s imperative that we closely monitor what is served to our students to prevent an emergency situation. We do not limit parents on any food item for their own child’s consumption; however parents may not provide restricted items to other children at school during the school day .

**Parents must purchase the items at the grocery store and bring them in the container with the ingredient label on there for the teacher to review if needed.** No food is allowed that is prepared in someone’s home, it must be purchased from a grocery store and contain a label with all food ingredients.

In an effort to stay in line with the City of Elizabeth’s healthy living initiative Shaping Elizabeth our school has opted to only serve healthy food to our children for birthdays and school parties. We want to make sure that our children are being served the best quality food. Additionally with the frequency of birthdays, celebrations and parties children can be exposed to unhealthy sugary snacks on a regular basis.

We are asking parents to comply with the following for birthday celebrations:

- No artificial flavoring
- No refined sugar example: Corn Syrup
- No soda or drinks that are not made with real fruit juice
- No candy
- No cake (except angel food cake or pound cake)
- No junk food such as: chips & Cheese puffs

Acceptable products (see attached flier):

- Yogurt
- Trail mix
- Granola bars
- Angel food cake topped with fruit
- Applesauce or fruit cups
- Fruits with chocolate dipping sauce
- Light or low fat popcorn
- Whole grain tortilla chips w/salsa
- Reduced fat cheese crackers
- Veggies and hummus



Thank you for your adherence with this policy. Please notify your teacher at least 1 week in advance of what you plan to bring for your child’s birthday.

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**Information to Parents**

Under provisions of the manual of requirements for child care center (NJ.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirement and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent’s signature attesting to his/her receipt of child's information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are 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 requirement; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the “Treasurer, State of New Jersey”, and mailing it to the:

Bureau of Licensing, Division of Youth and Family Services  
Licensing Publication Fees,  
PO Box 18500, Newark, NJ 07191.

We encourage parents to discuss with us any question or concerns about the policies and programs of the center of 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 standards, you are entitled to report them to the Bureau of Licensing at (609) 292-1021 or (609) 292-9220. 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 parent(s) 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 dispensing medicine and the management of communicable disease. Please talk to us about these policies so we can work together to keep our children healthy.

Sincerely,  
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## **Procedures for dealing with DYFS**

The following Procedures are to be implemented immediately when dealing with possible incidents of child abuse and neglect:

### When a Faculty or Staff Member Suspects an Incident of Child Abuse:

1. Call DYFS at their Child Abuse Hotline: 1-877-652-2873 ( 1-877 NJ ABUSE)
2. Call the Elizabeth Police Department at 908-558-2112 DOE Requirement

New regulation requires the caller to notify both agencies. DYFS and the local Police Department, when reporting a case of possible child abuse or neglect.

### When a DYFS Worker Comes for the First Time About a Child(ren):

1. Obtain a copy of the worker’s ID card and die “Pursuant to Title IX” letter for your files.
2. If number 1 above is obtained, provide access to die child(ren); appropriate staff must be present during meeting.

### When a DYFS Worker Comes Subsequent Times About that Same Child(ren)

1. View the worker’s ID card
2. Check your file to assure you have a copy of the ID card on file.
3. If number 2 above is complete, provide access to the child(ren); appropriate staff must be present during the meeting.
4. P lease note the date and purpose of this subsequent visit in your file

### When You Receive a Written Request For Follow-up Information on a child (ren):

1. Assure that a “Pursuant to Title IX” letter arrives with the written follow-up request, if it does not arrive with the written follow-up request, ask the worker to submit one
2. If number 1 above is complete, provide the information requested to the worker.

### When a DYFS Worker Requests Copies of Incident Reports/ Documents as Part of an Investigation:

1. Obtain a copy of the worker’s ID card and the “ Pursuant to Title IX” letter for your files.
2. If number 1 above is obtained, provide requested report or document, make note of the document(s) provided, name of DYFS worker reports were given to and note the date and time for your file copy.

Please note that as long as you obtain copies as stated in number 1 above, you do not need to call central administration

General Notes:

Please designate two appropriate staff in your building to deal with situations as listed above; these designees are in addition to yourself and other in-house administration. Document all referrals to DYFS on die individual student health record (form A- 45), stating only the fact that the referral was made; the date and time; the name of the DYFS staff member to whom the report was made. DYFS files must be kept in a confidential location; these files must be kept in a separate, secure filing cabinet apart from students’ regular files. If DYFS has “care and custody” of a child or children , workers will provide you with a copy of the document giving custody to DYFS for the student’s file.

When DYFS workers interview a child(ren), an administrator or your designee must be present during the meeting.

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**10:122-6.6 Discipline**

- (a) The methods of guidance and discipline used shall:
1. Be positive;
  2. Be consistent with the age and developmental needs of the children and
  3. Lead to the child’s ability to develop and maintain self control.
- (b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.
- (c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.
- (d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:
1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc)
  2. Be distributed to every staff member; and
  3. -Be posted in a prominent location within center.
- (e) The center shall secure and maintain on file each staff member’s signature, attesting to receipt of the policy on the disciplining of children by staff members.

For school-age child care programs, the following apply:

1. The center shall permit children to participate in die development of the discipline rule and procedures; or
  1. The center shall establish procedures to ensure that children are aware of the rules.
- 10:122-6.7 Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children
- (a) Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
- (b) Staff members shall not use abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- (c) Staff members shall not engage in or inflict any form of child abuse and/or neglect.
- (d) Staff members shall not withhold from children food, emotional response, stimulation, or the opportunity for rest or sleep.
- (e) Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for child’s age.

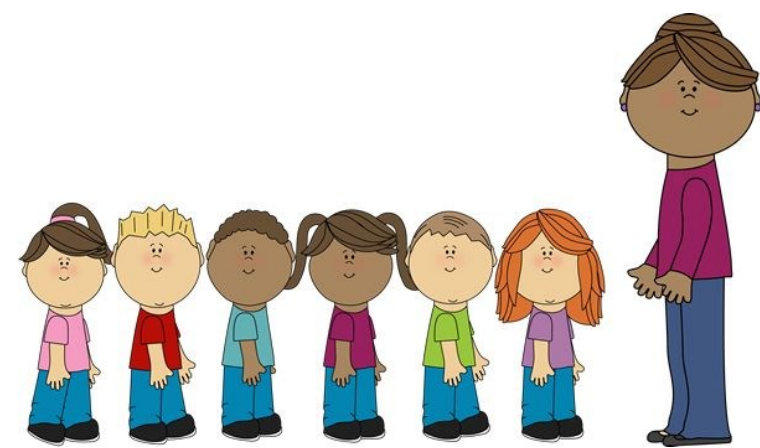


**10:122-6.6 Discipline**

- (a) The methods of guidance and discipline used shall:
1. Be positive;
  2. Be consistent with the age and developmental needs of the children and
  3. Lead to the child’s ability to develop and maintain self control.
- (b) Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.
- (c) Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.
- (d) The center shall maintain on file a written policy on the disciplining of children by staff members. The policy shall:
1. Reflect the provisions specified in (a) through (c) above and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc)
  2. Be distributed to every staff member; and
  3. -Be posted in a prominent location within center.
- (e) The center shall secure and maintain on file each staff member’s signature, attesting to receipt of the policy on the disciplining of children by staff members.

For school-age child care programs, the following apply:

1. The center shall permit children to participate in die development of the discipline rule and procedures; or
  1. The center shall establish procedures to ensure that children are aware of the rules.
- 10:122-6.7 Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children
- (a) Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
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- (e) Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for child’s age.



**10:122-6.8 Parent and community participation**

(a) The center shall complete and maintain on file for each enrolled child a Children’s Records Check list, signed by the director or sponsor and designated by the Bureau, indicating that the center has obtained documentation of:

The child’s name address, birth date, and date of enrollment;

The name(s), home and work address(es), home and work telephone number(s) and signature (s) of die parent(s);

The name(s), address(es), and telephone number(s) of any person(s) authorized by the parent(s) to visit the child at the center and/or take the child from the center, as specified in N J.A.C 10:122-6-5(a) 1

The name, address, and telephone number of the child’s legal care provider.

Signed authorization from the parent(s) for emergency medical treatment

The parent’s signature attesting to the receipt of the Information to Parents document, as specified in NJ.A.C 10:122-3.6(b)

Health information for each child, as follows:

For early childhood programs, a record of die child’s health examination and immunization, as specified in NJ.A.C 10:122-7.3 (a); or ii. For school age child care programs, a record of the parent’s statement concerning the child’s health, as specified in N.J.A.C 10:122-7.3(b)(a) The center shall allow the parent(s) of enrolled children to visit the center at any time during the center’s hours of operation to observe its operation and program activities without requiring the parent(s) to secure prior approval. (b) The center shall provide parents of prospective enrolls the opportunity to visit the center to observe its operation and program activities, but may require that such visits are arranged in advance and at the convenience of the center director.(c) Staff member(s) shall inform the parent(s) of enrolled children in advance of any field trip (s), outing(s), or special event(s) involving the transportation of children away from the center.



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**Don't Forget**

Make sure the teacher knows the child is here when you bring your child to the classroom.

Make sure the staff knows that you are removing the child from the classroom or playground at pickup time.

Bring in and pick up your child on time!

Replace the extra sets of clothes immediately when clothing is sent home after an accident.

Label all clothing, backpacks, etc. that you are sent to school. The staff cannot be responsible for unidentified belongings.

Check your child's cubby for announcements, etc.

Check the classroom doorway, hallway, and lobby for new announcements.

Tell our office about changes in:

- 1. Your place of work
- 2. Your training or educational program location
- 3. Your telephone number
- 4. Your address
- 5. Your pick-up list people
- 6. Your emergency numbers or people
- 7. Your family size

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