



ALL DAY LEARNING CENTERS
“Focusing On Your Child’s Early Education”

PARENT
HANDBOOK

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FORWARD

This Parent Handbook provides you with valuable information regarding the operation of our School. It contains your rights as parents in relation to the operation of this School, our philosophy on disciplining children, and many policies of the School of which parents of our students should be aware. An online version of our Parent Handbook is available under the forms page of our website (www.alldaylearningcenters.com). Please contact us if you prefer a hard copy.

Childcare for us means providing each child with more than a safe and clean environment. We are very proud of the quality services we offer. Our developmental philosophy is followed through in each classroom with an appropriate program for each child.

We respect the professionalism of our staff, and many stay with us for years. Chronic staff turnover in the life of a child is a negative...and we know it! Professionals trained in the skills of early childhood education are an important part of what we do.

We encourage parent input, and our doors are always open to you. While this policy is now mandated by the Department of Children and Families, we have always felt an open-door policy is the best policy! We welcome you as part of our family.

MISSION OF ALL DAY LEARNING CENTERS

We will provide a safe, loving, and nurturing environment available to all children with educational opportunities provided by professionally qualified staff, while having fun!

GOAL OF ALL DAY LEARNING CENTERS

It is our goal to offer a quality environment with learning opportunities that foster the development of the whole child: intellectually, physically, and socially/emotionally. We will provide a foundation that will help children enter school ready to learn, with emphasis on literacy, numeracy, and social competence.

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INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint 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.

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

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

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

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

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

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

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at

<https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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

GENERAL INFORMATION

DRESS: Please dress your child in clothing sensible for play and ease in toileting. All children should have a complete change of clothes to be kept in their cubby. All articles of clothing including outerwear should be labeled clearly with your child's name.

DIAPERS: Diapers are not provided by ADLC. We keep a supply for emergencies only. You are requested to keep a supply of diapers and diaper ointment cream available at school.

MATS: ADLC provides mats & sheets. Please provide a small blanket from home. Blankets and sheets are laundered here at the school weekly.

LUNCHESES: Lunch boxes must be clearly labeled on the OUTSIDE with your child's name. Lunches should include nutritious food and only a small amount of desert treats. **NO CANDY PLEASE.** Please do not place the entire lunch box in the refrigerator, just the portion of your child's lunch that needs refrigeration. Please be sure that this is also marked with your child's name. We are able to heat lunches on a limited basis. Please feel free to send a thermos with warm food if you like. We also offer parents an option of purchasing a hot lunch for a fee. This includes the lunch, vegetable, fruit, and milk. Our lunches are catered and menus are completed on a monthly basis.

CUBBIES: Check your child's cubby each day for notices, treasures, and artwork. Also, there is a Parent Bulletin Board in the hall. Please take the time to check it out for upcoming events.

BAD WEATHER CLOSINGS: If you submit your e-mail address to us we will send information regarding closings or check our website: alldaylearningcenters.com. We are conservative in closing the school because we obviously recognize your needs as working parents to be at workplace. However, our concerns are not only for the safety of the children, but our staff as well.

TEXT MESSAGING: It is important that all parents of the school are registered to receive alert text messages. Text messaging will be one of the primary ways we communicate with you regarding weather related emergencies and other important information such as possible delayed openings, school closures, and school events.

**To sign up, please type “adlc”, and your first and last name, to 24587.
Example “adlc Peggy Gladstone”**

SECURE ENTRY: The front doors of the school will be locked during regular operating hours. Parents should know and use the needed key pad code. However, it is requested that the key pad codes not be provided to anyone else, including those authorized by parents to pick-up their children.

STUDENT ASSESSMENTS: Teachers distribute evaluations in January and June. The evaluations will help provide insight to parents regarding their child’s progress meeting age-appropriate academic, social, and emotional goals. Parent-Teacher conferences are held as needed during the year.

WEBCAMS: Our webcam system provides high resolution video, and offers excellent security features for the school. Almost all parents can access the system from their computers at home or work. Due to the high cost of the system, there is a monthly fee to those parents using it.

ARRIVING AT SCHOOL: When arriving at school, please ensure that you take your child to his or her classroom, and also ensure that he or she is accounted for by a staff member. No child is permitted to walk into the school unsupervised. In order to ensure all students are healthy at the time of drop-off, students may not be dropped-off asleep.

For infants, students must be taken out of their car seat before being dropped-off at their classroom. We ask that parents please place any car seats in designated areas outside of the classroom.

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 ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.

- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel 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 redirection -- 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 (i.e., a book or a quiet activity)
- 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.

POLICY ON BITING

Our program recognizes that biting is not unexpected when young children are in group care. We recognize how upsetting it can be for parents. While we feel that biting is never the right thing to do, we know that children bite for a variety of reasons. Our program does not focus on punishment for biting, but on effective techniques that address the specific reasons for it. When biting occurs, our three main responses are:

1. To care for and help the child who was bitten.
2. To help the child who bit to learn proper behavior by telling them what he or she should be doing.
3. To work with the child who bit and examine routines so biting will stop.

Our teachers express strong disapproval of biting. They work to keep the children safe and help the child who bit learn different, more appropriate behavior.

When there are episodes of ongoing biting we develop a plan of specific strategies, techniques, and time lines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

When children bite, their parents are informed personally and privately on the same day. When children are bitten, their parents are informed personally and given a copy of our Accident Report.

When we experience ongoing biting in a classroom, we develop a written plan with specific strategies, techniques, and time lines, to work on the problem.

Biting is always documented on our standard accident form. If a bite occurs, and skin is broken, the bite will be cleaned and the parent will immediately be notified. An accident form is completed and signed by a teacher. The parent must also sign it. The report is filed in our accident logbook.

We keep the name of the child who bit confidential.

POLICY ON TOYS FROM HOME

No toys from home should be brought to school, unless they are meant solely to help a student entering in to a new class. Toys often are mislaid, damaged, and/or picked up by other children, causing children to be upset or involved in disagreements that could have been avoided. In addition, children are often distracted from learning activities due to the toys. The ONLY exceptions to this policy are:

- A special blanket OR stuffed animal/doll to be used during Nap Time. Please limit your child to one item.
- A special item to be used at “Show and Tell”. Again, please limit your child to one item.

POLICY ON COMFORT ITEMS

Blankets and teddy bears are standard fare to which young children cling. We know how it is when young children are in transition. We welcome these treasures during the first weeks of school or transition to a new class. Teachers will allow children access to them at any time.

POLICY ON COMPLEMENTARY CARE

Both parents and teachers should be working together to provide complementary care. Complementary care means that the same strategies for proper care, problem resolution, and teaching will be used by both parents and teachers. Teaching becomes more effective when all are on the same page.

Conversely, contradictory care strategies may cause issues both at home and at school. Parents and teachers are encouraged not to provide different messages, or use different strategies, to accomplish the same goals.

For example, if students are learning to use the potty, learning to clean-up their toys, learning to nap at a regular time, or learning any other basic life skills, both parents and teachers should be aware, and as much as possible, work together to reinforce the learning using the same techniques and strategies.

If there are any questions regarding classrooms practices and strategies, parents are encouraged to speak their child's teacher.

POLICY ON PARTIES

Please make arrangements with your child's teacher in advance if you want to bring in food for your child's class. Note that parties or celebrations stress nutritious snacks. A birthday snack for your child can be shared. However, due to food allergy concerns, food brought in can only be served if a listing of all ingredients is provided. Snacks should be nutritious (muffins or fruit rather than cupcakes). You can also supply festive napkins and cups.

"Goody" bags can be sent, but please remember to keep them age appropriate for the group and nut free. Also, please do not include balloons at any age as they present a choking hazard. Please speak to your child's teacher if you have any questions.

We have other celebrations throughout the year for various holidays. For children with food allergies, and when the school is having 'potluck' dinners, parents are responsible for overseeing what their children eat. Teachers are not able to monitor students at those events.

POLICY ON PHOTOGRAPHS

At various times throughout a school year, staff, parents, and/ or local newspapers will take candid photographs of our students engaged in school activities. Sometimes these photographs

will be submitted to local newspapers, uploaded to services like Shutterfly, put on our web page, put on Facebook, used on flyers or other types of promotional materials, used in school yearbooks, used on other school documents, or used for other school purposes. Unless notified in writing to the contrary, we assume all parents and/ or guardians give us permission to use those photographs.

If we do not have permission to use pictures for school properties, please note we will not take pictures. We will not be able to take pictures of solely those students, then only provide them to the parents and/ or guardians. Further, students that cannot be pictured may not be included in group activities as it would be unfair to other students and families if we were to be unable to take group pictures as a result of us not being allowed to use pictures of only certain students.

POLICY ON HEALTH CARE

Universal Health Record: Upon enrollment, you will need to provide a Universal Health Record, including the results of your child's most recent physical examination. The Universal Health Record must be signed and dated by a physician. This must be in our files no later than 30 days after your child is enrolled at ADLC. This form must be updated at least yearly, but at no time may contain stale or inaccurate information.

Immunization Schedule: An up-to-date immunization schedule will need to be provided at the time of enrollment. This is required by the State. Please provide updated schedules as your child receives new vaccinations.

Medical Action Plans: If your child has any known medical conditions, such as allergies, asthma, seizures, or other condition or history, please notify the Director. You will be asked to have your physician complete, sign, and date an appropriate Medical Action Plan.

POLICY ON MEDICATION

If your child has been prescribed a medication, you will need to provide it to the school to be kept in our of our medicine cabinets. Please note we cannot administer medications that are expired or improperly labeled. As such, all medications kept at the school must be up-to-date and properly labeled. If the medications are not at the school, are expired, or are not properly labeled, the student will not be allowed to attend All Day Learning Centers.

Our policy regarding administration of medication is as follows:

Over-The-Counter Medication

Over-The-Counter Medication shall not be administered to any child without a written statement from the parent/guardian giving permission to administer the medication. The statement shall also identify the medication; state the purpose, dosage, and time said medication is to be administered. This written permission will be recorded on 1) the Medication Log, and 2) a Medication Consent Form, signed by a parent or guardian.

We will limit the dispensing of non-prescription, or over-the-counter, medication to the

following types of medicines, which shall be dispensed in accordance with the recommended dosage, age, and/or weight of the child as indicated on the label:

- Antihistamines
- Cough suppressants
- Decongestants
- Non-aspirin fever reducers and pain relievers
- Topical preparations such as sunscreen and diaper rash cream

Prescribed Medication

Prescribed Medication shall not be administered to any child without a written statement from the student's physician giving direction to administer the medication. The statement shall also identify the medication; state the purpose, dosage, and time said medication is to be administered. This written permission will be recorded on 1) the Medication Log, and 2) a Medication Consent Form, signed by a parent or guardian.

Administration of Medication

Designated staff members will be authorized to administer medication. Medication to be administered during the school day shall be kept in the original container labeled with the student's name, name of the medication, and the dosage. The medication will be kept in an area that is inaccessible to children.

Policy on Fever Reducing Medications at Drop-Off

- Please do not bring your child to school if he/she is sick.
- Fever reducing medications should not be administered prior to arriving at the school for the purpose of your child being able to attend daycare. If a fever reducing medication is given to your child to treat him/her, that means the child is too ill to attend daycare and must stay home. Fever reducing medications include name brand and generic versions of Tylenol, Motrin, and other medications. Students must be 24 hours fever-free without the use of fever reducing medications.
- This policy does not include inhalers, nebulizer treatments, or allergy medications without fever/pain relievers. However, parents must notify teachers if their child was given any of these medications, and when.

POLICY ON CONTAGIOUS DISEASES

Should your child contract any illness that could be transmitted to others, please call the school immediately. We will not receive any child with a contagious disease.

If your child should become ill while with us, he or she will be isolated from other students, and you will be contacted immediately to pick-up your child as soon as possible. Efforts should be made to ensure your child is picked-up from the school within 60 minutes of being contacted. Once a health care provider provides a note stating that the child no longer poses a serious health risk to himself/herself or others, your child may return to the school. If the child has chicken pox, the parent must provide a note stating that all sores have dried and crusted. Reportable

diseases will be reported to the Hillsborough Department of Health by the school. Parents will be notified if their child has been exposed to a contagious disease.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated axillary temperature of over 100.3 degrees Fahrenheit
- Lethargy that is more than expected tiredness
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- 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.

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.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Parents will be notified if a child is exposed to any excludable disease at the school. Some excludable communicable diseases must be reported to the Department of Health by the school. 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.

POLICY ON SENDING CHILDREN HOME

Our policy is set up to protect the children against the spread of illnesses. When your child becomes ill at school, he/she will be isolated from the other children. You will be contacted by the school to take your child home if any of the following symptoms are exhibited:

- Diarrhea – more than one loose B.M.
- Vomiting
- Severe coughing – croupy or disruptive to the child's daily routine, eating, or sleeping
- Headache and stiff neck
- Unusual spots or rashes
- Infected areas of skin with pus-like discharge
- Severe itching to body or scalp – example: head lice
- Sore throat with difficulty swallowing
- Labored (difficulty) or rapid (accelerated) breathing
- Conjunctivitis (Pink Eye) – runny, itchy, red eyes with discharge or yellowish color
- Sudden unusual change in behavior - lethargy, crying, obvious general discomfort
- Fever – any temperature of 101.5°F or over orally, or 100.5°F or over axillary.

Please be sure that we have your current contact phone numbers, and that we have emergency contact numbers in your file in case you cannot be reached. If you expect to be out of your office, please let our staff know where you can be reached or if they should call the emergency contact. A sick child should be picked up within the hour. Depending on the severity of the illness, your child should remain at home until all symptoms are gone and he or she has had no temperature above 98.6° for 24 hours without medication.

POLICY ON HEAD LICE

Students who have live head lice, or nits, are not allowed to attend All Day Learning Centers until they are free of both.

Students may return to school the day after treatment for head lice as long as they are lice and nit free upon re-inspection by designated school personnel. Students will again be re-inspected by school staff approximately 14 days after the treatment to make sure there are no live head lice or nits.

POLICY ON NUT-FREE ENVIRONMENT

To provide a safe child care and learning environment for all children and staff, All Day Learning Centers is a Peanut and Nut Free Facility. Food products containing peanuts, peanut oil, peanut butter, and tree nuts including almonds, brazil nuts, cashews, filbert/hazelnuts, hickory nuts, macadamia nuts, marzipan/almond paste, nougat, nut butters, nut oil and nut paste,

pecans, pine nuts/ pignolia/ pinons, pistachios, and walnuts will not be allowed in the school. Coconut, mace, nutmeg, and water chestnuts are not considered tree nuts.

Food labels will be checked to make sure peanuts/tree nuts or nut oils are not an ingredient in other foods such as salad dressing and barbecue sauce.

Parents/guardians bringing treats for special occasions need to check with the Director to ensure that the treats will meet these restrictions. Children eating peanut butter at home should wash their hands and face and brush their teeth before entering the school.

POLICY ON SMOKE FREE AIR

To comply with federal and state laws regarding smoking in childcare centers, All Day Learning Centers is a completely smoke free facility. This includes inside the school building, all areas near entrances, and the playground.

POLICY ON FIELD TRIPS

Children at All Day Learning Centers may be involved in field trips designed to add to the curriculum. Children may take field trips to neighboring cities to see special places or take part in special events. When a field trip is planned, parents/guardians will receive written notification in advance. The notification will include the destination, time leaving and returning, method of transportation, and any special items each child may need. Extra adults will be present for all field trips. Parents will be required to submit a permission slip for each field trip.

If a parent/guardian does not want their child attending a specific field trip, the child will be permitted to stay at the school. In this case, we will find an appropriate placement for the child within the school, but it may be with a different age group.

Transportation for field trips will be arranged through a bus transportation company.

Each lead staff member shall carry a cell phone and emergency information on all field trips. In the event of a medical emergency, the staff member will immediately notify the Director and the parent/guardian of the child. If a child is in need of immediate medical attention, emergency services would be summoned.

POLICY ON SCREEN TIME

All Day Learning Centers understands that television and other electronic media can get in the way of exploring, playing, and interacting with other, which encourages learning and healthy physical and social development.

The use of a television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing. Children under the age of 2 years shall

have no screen time. Children that are present for less than four hours per day will be allowed a maximum of 15 minutes per day of screen time. Children that are present for more than four hours will be allowed a maximum of 30 minutes per day of screen time.

POLICY ON MANDATORY REPORTING

All staff members of All Day Learning Centers are mandatory child abuse reporters. If any staff suspects child abuse, he or she must follow procedures to report the suspected abuse to The State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873). The Director shall also be notified.

POLICY ON MEDICAL EMERGENCY

If a child becomes seriously ill, has an accident resulting in injury, has a dental emergency, or needs medical or dental attention while at school, the staff will attempt to contact the parent/guardian or authorized person listed on the consent form. If we are unable to reach the contact listed, a staff member will care for the ill or injured child until the authorized person can be reached.

If the illness or injury is serious and requires immediate attention, an ambulance will be called and the child will be transported to the facility listed on the child's emergency form or to the appropriate facility if the emergency treatment team determines it necessary. A staff member will accompany the child and will remain with the child until full care has been given or a parent/guardian arrives to assume responsibility for the child. These procedures will also apply to any medical emergencies that happen during field trips.

POLICY ON ACCIDENT REPORTING

If an accident occurs resulting in the injury of a child, staff shall complete an Accident Report. This report will include the name of the child, date of accident, type of injury, location of accident, treatment required, description of accident, witnesses, and medical professionals consulted when applicable. If other children were involved, they shall not be identified by name in the report.

Reports will be given to the parents for signature. Reports will be kept on file at the school.

POLICY ON INCIDENT REPORTING

An Incident Report will be filled out when a child exhibits an inappropriate behavior. This report will include the name of the child, date of incident, description of activity, location of incident, witnesses, and actions taken, when applicable. If other children were involved, they shall not be identified by name in the report.

Reports will be given to the parents for signature. Reports will be kept on file at the school.

POLICY ON CLOTHING

Daily play and learning can get messy, especially when playing outdoors or working with art projects. Please dress your children in comfortable, washable play clothes every day. Please provide an extra set of clothing (shirt, pants, underwear, and socks). Seasonal items may also be needed.

POLICY ON PARENT INVOLVEMENT

Parents are welcome to visit at any time. If you have a skill or interest you would like to share please let us know. Parents may request an enrollment conference at the time of registration. The enrollment conference will provide parents an opportunity to become familiar with our school, and to discuss their child's specific needs. Parents are encouraged to volunteer for school events. Several requests are made throughout the year for parents to help with special events such as school concerts and other celebrations. Parents are given two opportunities each school year to meet with their child's teacher for a parent-teacher conference. Conferences are held in the Fall and in the Spring.

POLICY ON TOILET TRAINING

Learning to use the toilet is a big event in a young child's life. Because toilet-training is a complex process, there are many issues caregivers and families must consider before and during the process of toilet training for it to be a successful experience for everyone. If a child is ready to toilet-train, our teachers will work with family to establish a plan that will allow for consistency at home, as well as, at school.

POLICY ON STUDENT ABSENCES

To ensure that we put our students first, our program closely tracks student attendance. If a student is absent for 3 consecutive days, a phone call home will be made by the student's teacher and the Director would be notified of the call.

If the teacher is unsuccessful reaching a parent or guardian, the Director would attempt to make contact. If calls and email go unanswered, a letter would be sent home to notify the parents or guardians of the absences, and inquire as to the reasons why they occurred.

POLICY ON NUTRITION

Proper nutrition plays a crucial role in the health and development of children. Nutritious foods shall be offered throughout the day to ensure children are getting the nourishment and energy they need to learn, grow, and be healthy. For students that do not bring snacks or lunch from home, we offer nutritious snacks and meals that abide by USDA requirements. Our teachers will sit, eat, and talk to children during snack times and lunch time. This will allow our teachers to

show children what it means to eat for good health, including how important it is to eat a variety of foods. Drinking water is an essential part of a healthy diet. Water will be offered to children throughout the day, between meals and snacks. Water will also be offered in addition to milk with planned meals or snacks.

Children less than 2 years old will be offered whole milk after discontinuing breast milk or formula. Starting at age 2, children will be served 1% milk unless a dietary restriction exists.

Our teachers will advise parents of any repetitive feeding problems that may occur. In all circumstances where a student has a dietary or religious restriction, we will try our best to accommodate the restriction, however, in all cases vegetarian lunches will be available daily.

POLICY ON DROP-IN CARE FOR SCHOOL AGE STUDENTS

Our program serves school-age children. Throughout the year, when public school is closed, our students may attend our program during operating hours. When this occurs, our program offers a supply of age-appropriate and developmentally appropriate program equipment and activities. All students will be offered meals and snacks while attending our program.

POLICY ON EMERGENCY PREPAREDNESS

Our concern is for the safety and welfare of children attending our program. Our Emergency Plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Children are evacuated to a safe area near the school in the event of a fire, etc.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the school is the best immediate response.
- *Relocation:* Total evacuation of the school may become necessary if there is a danger in the area.

Please note the information on our Emergency Response Plan is on our website. Please familiarize yourself with that document.

POLICY ON EXPULSION

(OOL/EXPULSION POLICY/ APRIL 2017)

Unfortunately, there are sometimes reasons we have to 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) 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 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 of time 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 in order 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 child care (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 child care 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.

POLICY ON THE RELEASE OF CHILDREN

(OOL/ POLICY ON THE RELEASE OF CHILDREN/APRIL 2017)

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 supervised at all times;
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 child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

POLICY ON SOCIAL MEDIA AND TECHNOLOGY

The following is the company's social media policy. It applies to all professional and social networking sites, blogs, electronic boards and forums, videos, and like sites, including those subject to personal subscription (herein referred to as "Social Media"). The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

1. No company business should be conducted through any social media website without the expressed written consent of the Director/ company owner.
2. Parent and staff communications regarding company business should not be conducted through text messaging.
3. Parent and staff electronic communications should be conducted using a company e-mail address. Company computers are available for use in checking and responding to parent e-mail.
4. Company business should be conducted during business hours.
5. Gladstone School utilizes Facebook, a company website, and company e-mail to communicate with parents and staff.
6. Parent and staff communications via social media should be appropriate, professional, and should not impair or tarnish the image or reputation of Gladstone School.

POLICY ON PARENTAL COMMUNICATION

Communication is a critical component of a quality program. There are multiple methods we use to effectively communicate with parents. These methods include the following:

- * In-Person Meetings/ Conversations
- * Our website at www.alldaylearningcenters.com
- * Text Messaging
- * Weekly Classroom Newsletters
- * Telephone Calls
- * Flyers on the Parent Board
- * E-mail (please make sure we have an updated address on file)

Contact Information:

170 Township Line Road, Building B
Hillsborough, NJ 08844
Phone: (908) 359-0803

PARENT

RECEIPT OF INFORMATION:

- Parent Handbook
- Information to Parents Document
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

I have received and read the information listed above. I hereby agree to abide by the terms and conditions contained within.

Child(ren)'s Name

Parent/Guardian's Name

Parent/Guardian's Signature

Date