



ALL DAY LEARNING CENTERS

Focusing On Your Child's Early Education

Longships Complex
170 Township Line Road, Building B
Hillsborough, NJ 08844
908-359-0803

info@alldaylearningcenters.com

The attached HANDBOOK provides you with valuable information regarding the operation of our School. It contains your rights as parents in relationship to the operation of this School, our philosophy on disciplining children, our health care policy, and practical management content.

In order to assure us that you have received the PARENT'S HANDBOOK, and will abide by the policies, we ask that you sign this sheet and return it to us for our files.

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

www.alldaylearningcenters.com



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PARENT HANDBOOK

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Effective 4/25/14

FORWARD

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 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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POLICIES

POLICY ON DISCIPLINE

Our policy regarding the disciplining of children is as follows:

"All Day Learning Centers will not accept any overt methods of discipline. Further, our policy is one of positive reinforcement."

A policy of positive reinforcement is as follows:

- At ADLC we take a positive approach to discipline. Our goal is to help students learn to gain self-control, express themselves appropriately, and develop the tools necessary to cope in a situation.
- Positive discipline is not permissive teaching and is not about punishment. It is about long-term solutions that develop children's own self-discipline. Positive discipline is about teaching non-violence, empathy, self-respect, human rights and respect for others. It is about building a powerful learning community that models mutual respect and supports academic excellence. The use of positive discipline reinforces important social and life skills and invites children to discover how capable they are. Discipline is never shaming or isolating. It never involves the physical or verbal abuse of children.
- When inappropriate behaviors occur, we make sure to always tell children what they *should* be doing, not what they *shouldn't* be doing. This means our teachers refrain from using the words, "No", "Don't", and "Stop" whenever possible. For example, our teachers will say, "Always keep your feet on the floor", instead of "stop climbing". When two children have a misunderstanding, we will not force apologies or force our will on one child over the other. Instead we will help children define what they actually want to accomplish, make amends and encourage both parties to express themselves verbally.

POLICY ON BITING

Our program recognizes that biting is unfortunately not unexpected when young children are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing to do, we know that children bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting but on effective techniques that address the specific reason for the biting. 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 learn the proper behavior.
3. To work with the child and examine our program so the 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 parent will immediately be verbally 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 THE RELEASE OF STUDENTS

If you are unavoidably detained in picking up your child, please call the school. Please also have a back-up plan in place in the event that you cannot pick up your child before 6:30pm. If you work a distance from the school and you are delayed, our staff would appreciate your making whatever arrangements are necessary so that your child is picked up by 6:30pm. However, if you do arrive after 6:30 P.M., there is a charge of \$1.00 per minute. If you wish to have your child released to a neighbor, friend, or relative then we will ask for identification before releasing the child.

Children will not be released to any person who appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Director or staff member, the child would be placed at risk if released to such individual.

POLICY ON TOYS FROM HOME

No toys from home should be brought to school. These often are mislaid, damaged, and/or picked up by other children, causing upsets and 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. This will be put up and ONLY used for the appropriate time. Please limit your child to one thing.
- Show and Tell. At times we will have a “Show and Tell” period.

POLICY ON PARTIES

All parties or celebrations stress nutritious snacks. A Birthday Snack for your child can be shared. Snacks should be nutritious (muffins or fruit rather than cupcakes). You can also supply festive napkins and cups, along with juice. Please make arrangements with your child's teacher. "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.

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.

POLICIES ON HEALTH CARE

Upon enrollment, you will need to complete 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 your physician. This must be in our files no later than 11 days after your child is enrolled at ADLC. This form should be updated yearly.

A current immunization schedule will also need to be provided at the time of enrollment. This is also required by the State. Please provide updated schedules as your child receives new vaccinations.

If your child has any known allergies, such as food, medications, or bee stings, please notify the director. You will be asked to have your physician complete, sign, and date an Allergy Action Plan. If your child has been prescribed an epi-pen, you will need to provide an epi-pen to be kept at All Day Learning Centers.

If your child has any known medical conditions please notify the Director. If your child has a medical history of seizures you will be asked to have your physician complete, sign, and date a Seizure Action Plan.

POLICIES ON MEDICATION

Our policy regarding administration of medication during school hours is as follows:

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 the medication log kept at the school and signed by the parent.

Designated staff members will be authorized to administer medication.

Children requiring long-term medication at school must present a written statement from the physician identifying the type, dosage, and purpose of said 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.

We will limit the dispensing of non-prescription of 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

POLICY ON CONTAGIOUS DISEASES

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

If a child should become ill while with us, that child will be isolated, you will be contacted immediately to pick that child possible. Once a health care provider provides a note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center. 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 health department 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 100.5 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

The school shall not permit a child with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf. 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 school. Parents will be notified if their child has been exposed to a communicable disease.

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 fever above 98.6° for 24 hours without medication.

PEANUT/NUT FREE POLICY

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 Center.

SMOKE FREE AIR POLICY

To comply with federal and state laws regarding smoking in child care centers, All Day Learning Centers is a completely smoke free. This includes inside the school building and playground.

FIELD TRIP POLICY

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 shall carry a cell phone and emergency information on all field trips. In the event of a medical emergency, the staff will immediately notify the Director and the parent/guardian of the child. If child is in need of immediate medical attention 911 would be called.

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.

MANDATORY REPORTING POLICY

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.

MEDICAL EMERGENCY POLICY

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.

INCIDENT/ACCIDENT REPORTING POLICY

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 incident, type of injury, location of incident, treatment required, description of incident, witnesses, and medical professionals consulted when applicable. If other children are involved in the incident, they shall not be identified by name in the report. An Incident Report will also be filled out when a child exhibit an inappropriate behavior. Reports will be given to the parents for signature. Reports will be kept on file at the school.

ENROLLMENT POLICIES

In order to serve the community better, ADLC has adopted the following policies:

INFANT ENROLLMENT:

Because there are a limited number of slots available for infant care and the high cost of administering such care, ADLC has adopted the following policies:

- When a client has a fully enrolled child at the Center and takes maternity leave, the older child's slot will be held by the Center for a period of one month. After that, the slot will be held open by tuition or made available.
- Clients with a child already enrolled full time at ADLC will receive every consideration in enrolling a new baby at the Center. Specifically, this means one month before anticipated enrollment, baby will move to the top of the list. If there are no openings at that time, other arrangements will have to be made until there is an opening.
- New admissions to the infant center are based on a "first come, first serve" policy with the exception stated in #2 above. Deposit money must be received prior to admission. If within the month, the prospective client withdraws from the center, this deposit is forfeited.

PRE-SCHOOL ENROLLMENT:

- When a client has a fully enrolled child at the Center and wishes to enroll another child (not an infant), that child will receive every consideration. He/she will be moved to the top of any waiting list. If there are no openings at the time, other arrangements will have to be made until there is an opening.
- All other admissions are based on a "first come, first serve" basis. Deposit money must be received prior to admission. If within the month, the prospective client withdraws from the center, this deposit is forfeited.

INFORMATION TO PARENTS

Department of Children and Families Office of Licensing INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information. Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families(DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers.

We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877)667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

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

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE.

Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting:

DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

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 \$3.00 per day. 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. There is a Parent's 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: alldaylearningcenter.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.

SIGN IN/OUT: The sign in/out book is located beneath the Parent's Bulletin Board. Please sign your child in each morning and out in the afternoon. This is mandated by The Department of Children and Families.

SECURE ENTRY: The entry is locked; parents enter by using a secure code. Visitors are monitored through this secure system and the webcam.

STUDENT ASSESSMENTS: Teachers distribute evaluations in January and June. 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 ongoing monthly service fee from the hosting company we need to charge a monthly fee to those parents using the system. Fees for access will be \$25 per month per sign-on account for parents of full-time students, and \$15 per month per sign-on account for parents of part-time students.

ARRIVING AT SCHOOL: When arriving at school please ensure that you take your child is taken to his or her classroom and signed in by a staff member. No child is permitted to walk into the school unsupervised.