

# TSW LEARNING CENTER INC.

## PARENT HANDBOOK



Tati's Small World Learning Center Inc.: hereinafter referred to as TSW, strives to provide a nurturing environment where parents feel comfortable to attend work/school knowing that their child(ren) are in good hands.

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### Handbook Revision

Tati's Small World Learning Center INC. ("TSW") reserves the right to revise, delete or supplement any provisions of this parent handbook (the "Handbook") as necessary. Policy changes will be posted in the office for 30 days. Any reproduction in the whole or in part of this handbook is prohibited without prior written approval.

Revision Date: 08/11/2023

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Welcome to Tati's Small World Learning Center!

We are excited to have you on board! Thank you for trusting us in caring for your precious child. The needs of your child are in good hands. TSW Learning Center brings out the shine in every child through their development and growth provided by our trained staff. We believe any working parent should be able to feel 100% confident that their child's safety, health, development, and emotional wellbeing is given priority. Prior to enrolling we encourage all parents to tour our center and experience our nurturing and innovative environment that allows children to explore their curiosity.

TSW Learning Center is a privately owned and operated early childhood center. We are a licensed center, serving Hudson County since 2003. We are proud to say that we have built a family foundation in our center and many enrolled families extend enrollment from infancy, well into early adolescence in our aftercare program. Our staff and curriculum provide welcoming and consistent individualized care in routines, and which are guided by home routines.

This Parent Handbook serves as a simple guide to help you navigate through our childcare center's policies and procedures. Please review this carefully and address any questions you may have with our management or Director. We are always happy to answer your questions, so please see us at any time.

Once again, welcome and Thank You! We are so excited to welcome your family to our childcare and we look forward to doing all we can to exceed your expectations. On your child's first day, please be sure to bring in a signed copy of the last three pages of this Parent Handbook so we can add it to your enrollment folder.

Then, retain this Parent Handbook for future reference. As policies and procedures may change, please feel free to request a new Parent Handbook periodically.

### **Philosophy and Mission Statement**

To build the confidence, creativity, and critical thinking skills of our children to reach their fullest potential as individuals, for a lifetime of enrichment and success. We value integrity, passion, and creativity.

Children are motivated to learn when they have opportunities to make choices in an environment that is enriching and stimulating. Children are curious from infancy and have a desire to learn from their environment and those around them.

When children are encouraged to interact with their peers and adults in positive ways, they feel safe to explore their surroundings. At TSW we seek to guide children from needing assistance with a task to accomplishing a task independently by providing experiences that are challenging yet attainable for every child. TSW facilitates learning through the in-depth study of a subject that is of interest to children. Children can be highly motivated, feel actively involved in their own learning and produce work of high quality when they have the time to engage in short- and long-term projects.

### **Center Rules**

There are certain center rules that all children will be taught and expected to follow. This is for the safety and wellbeing of everyone. In addition, we realize that we must expect a certain amount of wear and tear on furniture and toys when children are around.

- A. There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory, or disrespectful language.
- B. Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see departure and arrival).
- C. NO SMOKING is permitted on the premises as per state law; this includes parents and staff
- D. We are required by State law to do 1 fire drill per month. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely.

### **Staff Qualifications**

#### **Professional Development and Support for Staff**

Training and support are provided to ensure that all staff are comfortable, confident, and competent to meet the development and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The Director provides additional support and resources as appropriate.

### **Hours and Days of Operations**

Monday through Friday 7:30 A.M. to 6:00 P.M.

### **Center Closing**

#### **1. Holiday Closings**

The following is a list of the holidays that Tati's Small World Learning Center will be closed:

- a. New Year's Day (observed)
- b. Martin Luther King Jr. Day
- c. President's Day

- d. Good Friday
- e. Thanksgiving Day and the next day (Friday)
- f. Memorial Day
- g. Juneteenth
- h. Independence Day
- i. Labor Day
- j. Columbus Day
- k. Christmas Eve and Day (observed)

## **2.Unexpected Closings**

- Extreme weather conditions may cause an emergency closing, delayed opening or full day closing of the center.
- On a rare occasion, our center may be forced to close due to a situation beyond our control (e.g., power outage or no water service).

Families will be notified of closings via our Tadpoles emergency platform, email and/ or phone call. Every attempt will be made to inform families of unexpected/emergency closing. **It is imperative that all contact information for parents and emergency contacts is always up to date.**

## **3.Staff Training and Development Days**

- Two unscheduled staff development closings will arise as training becomes available.

TSW will be closed up to 5 days a year and have early dismissals up to 4 days a year for staff development. The days are subjected to change from what is in the “TSW Learning Center School Closings & Cultural Event Calendar” which can be found in the enrollment package. Parents will be informed in advance of any changes.

## **Inclusion /Anti- Bias/ Multicultural**

### **Inclusion Policy**

Tati’s Small World Learning Center welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to prove the support every child needs to reach their full potential.

### **Policies and Procedures:**

#### **a. Admission/Waiting list**

Children of all abilities are accepted into TSW learning center and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

#### **b. Inclusive Environment**

Early childhood educators at TSW Learning Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.



**c. Confidentiality**

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director the child’s teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in New Jersey Law or when information is subpoenaed by the court.

**d. Professional Development and Support for Staff**

Training and support are provided to ensure that all staff are comfortable, confident, and competent to meet the development and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

**e. Collaboration with other Professionals**

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. TSW Learning Center welcomes those professionals and works with them to assure the child’s success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child’s teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. TSW Learning Center supports the teacher’s participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

**Anti-Bias/Multicultural Policy:**

Our program teaches children to challenge discrimination, prejudice and stereotypes while increasing respect and understanding for others. We believe that everyone deserves love and respect. We recognize that making assumptions about individuals based on their race, size, age, socioeconomic status, ethnic or religious background, family structure, gender, or academic abilities perpetuates a culture of intolerance.

**a. Our program incorporates:**

Culturally diverse/anti-bias philosophy in our physical surroundings through classroom materials. Our dramatic play areas remain gender neutral, and our diverse families are one of our best resources.

**b. What we expect from families:**

TSW encourages all families to share some information about their family structure. This information helps staff provide a safe and inclusive environment where children can express themselves freely. Families are provided with a Holiday Questionnaire form to complete. This helps TSW stay culturally aware. We also encourage families’ participation in culturally relevant activities as we celebrate them in class.

**c. Our staff:**

We train staff to be culturally sensitive when interacting with children and families within our program. Though we observe Catholic holidays; children will be referred to their parents if they ask a question that involves opinions on personal or religious beliefs.

II. ENROLLMENT.....

**Capacity**

TSW under provisions of the State Child Care Center Licensing Law (N.J.S.A 30:5B-1 to 15) and the regulations promulgated to operate a childcare center is authorized to have a max capacity of 88 children per session. Range of ages are 0-13 years of age.

**Classroom Structure Observation**

**Informal Spot checks:**

- a. Administration walks through every class daily checking safety, cleanliness, and
- b. management
- c. Notes are written on a log that is reviewed with teaching staff immediately.
- d. Staff initials acknowledgement

**ECERS / ITERS:**

- a. A structured assessment tool is used annually to evaluate class environment and structure in detail.
- b. Administration observes a class no less than 3hours using this tool.
- c. Administration And teaching staff meet no later than week after the observation to review results.
- d. When overall results are under a 4.0 a corrective action plan is required by the teaching staff

**Self-Evaluation:**

- a. Every staff is asked to evaluate his/her classroom using a questionnaire created by administration.

**Parent Evaluation:**

- a. Parents are given an open-ended questionnaire annually that evaluates their child’s classroom.

**Developmental Screening & Assessments**

\*GNJK 2.3.5

**Screening:**

**Assessments**

TSW Learning Center Inc. uses The Creative Curriculum GOLD/ Teaching Strategies GOLD to assess the development and continuous learning of children in our care. Grounded in 38 research-based objectives, TS GOLD helps teachers focus on what matters most to school readiness by supporting all types of learners, including dual language learners of English and Spanish, in their classrooms.

Authentic and ongoing observational assessment is critical to planning appropriate learning experiences and helping children thrive. TS GOLD assists teachers on applying intentional and effective activities and helps them communicate with families. It is designed to include families who share information with teachers about their children's learning and

development. This is critical to building strong partnerships. TS GOLD captures observations during daily interaction with children in the classroom or at home, which can help to have a more complete developmental profile of children.

Reports are done twice a year, in the Fall and at the end of the school year. This way it is easier to show where the children are and where we want to see them at the end of the year.

**Guiding principles:**

- It is the program's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural environment by familiar adults.
- The observations will be used to plan lessons and activities that help children acquire skills in all areas of development that they need as they grow.
- Assessment will never be used to label children or to include/exclude them from a program.
- A family's culture and a child's experiences outside of the school setting are considered an important part of a child's growth and development.
- All results will be kept confidential, placed in each child's file, and safely stored.

**Children are assessed in the following ways:**

- Creative Curriculum GOLD is aligned with the New Jersey Early Learning Standards. It records child's progress in all developmental areas at the beginning and end of the year.
- Ages & Stages: ASQ SE Social and Emotional, ASQ-3 Developmental Forms are filled out by parents at the beginning of school year and re-screened as needed.
- Observational data provides an ongoing anecdotal record for each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include assessments, observational data, and child work samples collected on an ongoing basis.
- Families are asked to share / contribute information on their children's progress, as children often display different abilities in different settings. Working together, staff and families can collect a complete profile of a child's growth and development.
- Home visits and conferences are planned throughout the year.

**The information from the above is used in the following ways:**

- To help teachers plan appropriate learning experiences/lessons that help children thrive (provide information about children's needs, interest, and abilities)
- Improving curriculum and adapting teaching practices and the setting and improving the program.
- To provide information to parents about their children's developmental milestones throughout the year.
- To indicate possible areas that raise concerns for educators and parents and help to develop an action plan to address those concerns.
- To assist teachers in arranging for developmental screening and referrals for diagnostic assessments when needed.

Information from the assessment will be formally shared with families during fall and spring parent-teacher conferences. Teachers will communicate weekly about children's activities and developmental milestones. Informal conferences are always welcome and can be requested at the office. Video and in-person conferences are available.

## **Developmental Screening**

\*GNJK standard 1.3.6

TSW administrates age-appropriate / developmental screenings for each child throughout our center. We then are responsible for communicating to parents/guardians in writing, the results of each screening conducted. We believe that by identifying any developmental delays early on parents and childcare providers can work together to track a child's progress. This ensures that families are informed of additional services that can be provided if necessary. For additional details about the Developmental Screening Process, please review <https://agesandstages.com/>

To screen your child, please be sure to sign the **Consent Form** located in your enrollment packet. Please consult with your childcare provider if you have any questions or need assistance in completing the screenings. Upon completion of the **ASQ-3** questionnaire, please return it *with your Consent Form* to your childcare provider. Teachers are then responsible for submitting this information back to TSW office.

### **Assessment**

GNJK 2.3.5

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  - To provide information to parents about their children’s developmental milestones throughout the year.
  - To indicate possible areas that raise concerns for educators and parents and help to develop an action plan to address those concerns.
  - To assist teachers in arranging for developmental screening and referrals for diagnostic assessments when needed.
- 
- Information from the assessment will be formally shared with families during fall and spring parent-teacher conferences. Teachers will communicate weekly about children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time (although please remember that by law we must follow the Covid protocol).

**Ages and Stages Questionnaires®, 3rd Edition (ASQ-3)**

TSW offers ASQ-3 developmental screenings for children, 2-months through 5-years of age, to identify delays in a child’s development. A simple to complete questionnaire is given to parents/guardians every 4-6 months when a child displays typical developmental growth and every 2-4 months when a child displays A-Typical developmental growth. The ASQ-3 covers a wide range of skill areas including:

- a. **Communication** – addresses vocalizing, listening, and understanding.
- b. **Gross Motor** – focuses on arm, body, and leg movements.
- c. **Fine Motor** – focuses on hand and finger movements.
- d. **Problem Solving** – addresses learning and playing with toys.
- e. **Personal-Social** – focuses on social play and self-help skills.

**Planning:**

\*GNJK standard 2.3.1

Children’s individual differences are supported best through individual planning. Individual planning of daily activities is based on assessments. Assessments assist teachers in knowing how to best care for and teach the children entrusted to them by identifying children’s needs and interests, monitoring their development, learning, and curriculum planning.

Children are assessed by their Lead teachers biannually according to the standards of *The Creative Curriculum/TS GOLD*. The purpose of these evaluations is to support and improve children learning, measure and track progress, and evaluate our program's objectives.

Performance-based assessments are offered for parents to review at the bi-annual parent teacher conferences. Parents may also request assessments results at any time or request assessments to address concerns. Assessments are recorded online as part of the **Teaching Strategies GOLD curricula**. This is based on the latest research and is proven valid and reliable. It

is also fully aligned with the Common Core State Standards, state early learning guidelines, and *The Head Start Child Development and Early Learning Framework* as well as NJ Birth to three Early Learning Standards.

If concerns regarding a child's learning, development, behavior, or health arise, the child's Lead Teacher will schedule a conference with Tati's Head/ Group Teacher and child's family; they will create a plan together to determine the most suitable course of action.

### **Orientations**

To support the child's transition to TSW it is recommended that families tour the center prior to enrollment. Parents will be given information about their classroom teacher and routine. We encourage families to positively discuss enrollment with the child prior to starting. The time required for settling in will vary for each child and their family, so it's important to be flexible and individualize orientations for each family.

An enrollment form and a developmental history form must be completed by a parent prior to your child's first visit day. The child's health care practitioner will need to complete a physical form. During the first few weeks your child will be adjusting to a new place and many new faces. We are interested in making this adjustment as easy as possible for both children and families.

*When existing students are aging out of a classroom and into the next, please refer to our Transition Policy.*

### **Group sizes and Ratios**

Infants 1:4 (0-18months)

Toddlers and Twos 1:6 (18 months up to 36 months)

Preschool 1:10 (2 ½ years up to 5 years)

### **Primary Caregivers**

A primary caregiver:

- a. Provides care such as feeding, diapering, and putting to sleep, paying attention to the individual needs of each child.
- b. Communicates with parents about the child's day, his needs, and his experiences.
- c. Builds trust and peace of mind, by working out a cooperative relationship between the child, the parent, and the caregiver.
- d. Provides a time for language, motor, and sensory exploration, by talking, singing, reading, providing materials.
- e. Takes time to praise, smile, hug each child.
- f. Assumes the primary role of responsibility to ensure that the child receives all the care necessary.
- g. If the primary caregiver is not present, the caregiver ensures that the child receives all the care necessary.
- h. Provides stimulation in a learning environment, by talking to the child, providing age-appropriate materials, creating sensory experiences, singing etc.
- i. Evaluates the child's experiences in the program.

### **Assigning primary caregivers:**

- a. Match the parent's arrival and departure time and the caregiver's shift.

- b. Assigned number of children must comply with staff/child ratios.
- c. Make “A good match” between the parent, staff, and child.
- d. Develop initial relationship noting the child’s entry and staff vacations.

**Ages Accepted**

The center accepts children from the ages of 6 weeks through 13 years of age.

**Tuition (Weekly rates)**

Registration Fee \$80 (Non-refundable)

- a. **Infants Room:** (0 months -18 months) \$310.00 PART TIME TO BE DISCUSSED
- b. **Toddlers Room:** (16 mths - 3 years of age) \$285.00  
     PART-TIME: \$225.00
- c. **Pre-K Room:** (3 - 5 years of age) \$255.00  
     PART-TIME: \$210.00

**Full Time -** Open - Close

**Part Time -** Open – 12:00pm Five days / week

**After/Holiday care Program (5yrs-13yrs)** \$85

Half Days \$35 DAILY (12:30pm DWS pick up)

Full Day \$45 DAILY

\*10% off sibling discount (Excluding summer camp)

\*Prior to enrollment a registration fee plus a nonrefundable security deposit equaling two weeks of care must be processed. When withdrawing your child/children from the center this deposit will cover their last two weeks of care.

\* Tuition prices subject to change; will be notified in advance.

\* A 2% processing fee will be applied to all card transactions

Effective: September. 2023

**HOLIDAY RATE**

TBD

## **Terminating Policy**

We reserve the right to terminate a child for the following reasons (but not limited to):

- a. Failure to pay.
- b. Routinely late pick-ups of your child
- c. Failure to complete the required forms.
- d. Lack of parental cooperation
- e. Failure of child to adjust to the center after a reasonable amount of time.
- f. Physical or verbal abuse of any person or property
- g. Our inability to the child's needs
- h. Lack of compliance with the handbook regulations
- i. Serious illness of a child

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return.

Parents are required to give two weeks written notice when they decide to terminate childcare. The two weeks will be paid in full (by security deposit), regardless of whether the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether the child is in attendance. TSW reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

## **Waitlist Policy**

Waiting List: If your child has fulfilled the criteria for admission into TSW, but we do not have any available spots, you may fill out and sign a Waiting List Agreement and submit it to us together with a non-refundable \$40.00 Waiting List Fee for your child to be placed onto our waiting list.

The Waiting List Fee will be applied to the Initial Family Registration Fee upon your enrollment.

When you place your child on our Waiting List, you will begin to receive our TSW updates, including monthly newsletters, and program updates.

The Waiting List Fee is waived for existing families of TSW who are looking to enroll a sibling. Enrollment priority is given to currently enrolled children rolling over into the next stage and/ or families seeking placement for another child. You may email TSW anytime to check the current waiting list status.



## **Urban League Affiliations**

### **Electronic Child Care Policy**

TSW Learning Center provides families with the option of ECC (e-Child Care) attendance system. If you are part of this program, through this system your child's attendance is tracked and a portion of your child's tuition is paid by Urban League. The Urban League's ECC department processes attendance discrepancy logs and links & re-issues Families First/ECC cards.

The ECC POS system will be available for you in the center's office where you can swipe in/out.

It is every parent's responsibility to make sure your child is signed in/out daily.

Missed transactions must be recorded (via phone or POS-point of service device) within 5 days for payment to be made. If for any reason parents fail to follow this regulation, they must pay full tuition to TSW Learning Center.

For more details on ECC e-child care please visit: <http://www.ulohc.org/programs/electronic-child-care/>

**New Jersey Child Care Subsidy Program:** Families receiving financial assistance from the State of New Jersey are responsible for confirming that the TSW receives a valid certificate and for paying the balance due until a certificate is received. Families are responsible for their copay to TSW (the difference between tuition and financial assistance) as well as any remaining balance if eligibility is terminated. All payment due dates and payment policies apply to families receiving financial assistance. Please note: 100% eligibility through the state does not necessarily mean 100% of your tuition is covered. There may still be a co-pay.

III. Curriculum.....

**The Creative Curriculum**

The Creative Curriculum is a research-based curriculum that is aligned to the New Jersey Birth to Three Standards and the New Jersey Preschool Teaching and Learning Standards. These standards address the five domains of learning and development which are social and emotional development, approach to learning, language development and communication, cognitive development, and physical and motor development. Along with a foundation of research-based instruction, our curriculum includes the implementation of high-quality resources that build off children’s individualism in natural curiosity to promote hands-on investigative learning.

The Creative Curriculum supports teachers in implementing hands on and an experimental approach to learning. Teachers are provided year-round training. Classroom materials and resources are intentionally supplied to scaffold leaning experiences based on the “whole child”. Classrooms are set up with materials that help children learn through play while achieving meaningful experiences.

**Infants, Toddlers**

The Creative Curriculum component for our Infants (6wks – 18mths) and Toddlers & Two’s (16mths – 36mths) program is designed to help educators utilize developmentally appropriate activities for very young children in quality group care. We offer nurturing daily routines and meaningful experiences that meet children’s strengths, interests, and needs. It focuses on providing responsive, intentional care while honoring and respecting the role that educators play in helping children develop secure attachments and gain confidence as learners.

**Toddlers & Two’s**

The Creative Curriculum component for Toddlers & Two’s (24mths – 36mths) sparks curiosity with investigative learning for Twos. Two year old study’s give two-year-old children the freedom to explore the world around them through developmentally appropriate project-based learning.

**Preschool:**

The Creative Curriculum component for preschool age children (3yrs -4yrs) fosters effective and intentional teaching. It allows **us to develop children's imaginations by providing exciting stimulus and then allowing children to explore themselves.** It offers the support for promoting children’s learning in all essential areas. This provides the foundation that supports creativity, confidence, and critical thinking skills.

**Home Visit Policy**

Tati’s Small World Learning Center is committed to providing home visits for families. Please be aware that this service is not mandatory but is available to you.

Our purpose of conducting home visits is to establish a relationship with parents/guardians and their children while simultaneously providing important information about our program and classroom curriculum. Home visits are one of the most effective practices for making connections and communicating with parents, especially for parents/guardians that have extensive work hours and may be able to communicate with their child's teacher.

It is the goal of our program to teach both children and parents/guardians to acquire skills that will lead to success. We hope to demonstrate our commitment to building relationship with your family to help your child be successful. These visits also allow us the opportunity to get to know the child in his natural and familiar setting, where he will easily tell us about his special interests, likes and dislikes.

If you would like to take advantage of this program, please speak to your child's classroom teacher, or speak to me directly if you have further questions.

### **Newsletters**

Monthly newsletters are to be provided via email and posted on our Parent Resource Center. There may be a specific newsletter for Preschool given their curriculum.

### **Transition/ Orientation Policy:**

Transition is the change a child encounters moving from one place to another. As the child develops, they experience transition from one learning environment or setting to a new one. By the time a child reaches school age they may have experienced several transitions which will have helped them to adapt their thoughts, feelings and behavior to meet new expectations.

**Transitions need continuity to provide the child with confidence and a sense of security.**

### **How does it work?**

#### **New enrollment:**

Parents can enter and participate in class for up to 10 minutes after drop-off for the 1<sup>st</sup> week of enrollment. Teachers are to assist and guide parents & child in activities. A helpful goodbye or a soft toy from home is allowed to stay with children as they need to acclimate.

#### **Classroom transfers:**

Children are given the opportunity to have a 2week slow adjustment into their new classroom. If a child has a smooth transition during the 1<sup>st</sup> week he/she will be enrolled in his/her new classroom the following week.

#### **Transition Option 1:**

Week1: Child will have a 1-3-hour morning stay in new classroom for 3days

Once the child has a productive transition; child will then have a FULL DAY stay for

Day 4 & 5. If all is well, teachers will explain transition completion to parents

Week2: Child will be enrolled in new class.

#### **Transition Option 2:**

Week1: Child will have a 1-3-hour morning stay in new classroom all week

Week2: Child will continue morning stays, return to nap and come back again for minimum of  
If child is playing and has adjusted; child can remain in new class until pick-up

2hours.

**Exiting PreK -Into School Age:**

Teachers will provide parents with all observations, including progress and areas weakness child displayed. Any classroom work and all personal belongings will be handed over to parents on child's last day. Parents can be redirected to TSW's Head Teacher if additional information is needed.

**Drop Off and Pick Up:**

Drop-off is to be done in child's original classroom until transfer is confirmed. Pick up may vary according to child's adjustment.

**Classroom Items:**

Must be returned to parents on child's last day.

**Meet & Greet:**

A meeting with child's parents is encouraged before official transfer into classrooms. It is a must upon parental request.

IV. FINANCIAL POLICIES.....

**Application Fee**

No application fee necessary

**Enrollment Reservation Fee**

**Registration Fee:** There is a \$80 Non-Refundable registration fee per family at time of enrollment. If you terminate childcare services and wish to return to Tati's Small World Learning Center Inc., you must pay this fee again. If you are not available to enroll your child but are interested in being placed on our waitlist a \$40 fee is required. Please refer to our waitlist policy for more information.

**Tuition and Payment Policies**

**Payment Process:** Upon enrollment it is mandatory for all parents to provide an active credit card to be left on file. You may choose to be placed in our automatic payment system. If your payment is declined, TSW will attempt to reprocess the payment on the following workday. You may choose from weekly or monthly payments.

Payments accepted: Cash, Checks, Card

**\*There will be a 2% processing fee on all card payments.**

**Two weeks security deposit:** Each parent when enrolling must pay a non-refundable security deposit equaling to TWO weeks childcare. When terminating the last two weeks of care will be paid by the security deposit. Parents must make the office aware at least two weeks prior to disenrolling so the security deposit can be applied. Late notice or no notice will result in loss of security deposit. When aging out of our 5year old program, your security will be automatically applied.

- a. **Weekly payments:** Weekly payments will be processed every Friday for the upcoming week.
- b. **Monthly payments:** Monthly payments will be processed the last Friday on the previous month (*example: December's 2019 payment will be charged November 29, 2019*)

Please note that we will not accept payment by phone or by cash unless pre-authorized due to special circumstances. Your specific rates will be outlined in your contract and rate agreement.

Your specific rates will be outlined in your contract and rate agreement. Tuition is payable in advance and is due no later than Friday of each week for the upcoming weeks tuition. Payment can be made by check, money order, credit card or cash. There will be a late fee of \$10 for each day that payments are received late. Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current.

The success of our center depends upon the prompt payment of tuition/fees to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- a. Food, supplies, craft/activity/curriculum supplies, toys, computers, and books provided for the children
- b. Employees; Social Security, Medicare, Workers Compensation, Unemployment compensation and employee benefits.
- c. Building rent, heat, electricity, telephone, maintenance, and liability insurance

- d. Additional time spent, each day, on record keeping, parent-provider communication; clean up from daycare, and shopping trips for food and supplies.
- e. Parent Vacation: Parents receive two weeks' vacation annually after being in the center for 6 months. Vacation weeks must be taken 5 days consecutively.

If a check is returned for insufficient funds, there will be a \$30 fee incurred because of the returned check. Childcare services may be halted until full payment of tuition and NSF charges has been made, in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months.

A late fee will be charged for children that are picked up late. You will have a grace period of 5 minutes after program hours. After 5 minutes has elapsed, (6:06 PM) you will be charged an initial \$5.00 and \$1.00 for each continuing minute you are late.

Example: 6:07 PM = \$6.00. Payment should be made at time of pick up, to staff member, in cash. This will be strictly enforced, and habitual tardiness may result in termination of services.

Please be advised that TSW learning center needs to be contacted when picking up your child late. If the staff is not notified, your emergency contact will be called. If there are no responds, Tati's staff holds the right to contact social services.

**Flexible Spending and Tax Receipts:** When using your company Flex pay; please notify the office in advance to adjust the payment system. If the office is not contacted in time, payment will continue with card on file. We do not send out receipts automatically. If you need a receipt, please email the office at [TatisSmallWorldLearningCTR@gmail.com](mailto:TatisSmallWorldLearningCTR@gmail.com) and request one. Our tax ID number is 47-0987714 and it will appear on the receipt.

### **Return Payment Policy**

If an overpayment is made and a refund is requested, the parent/guardian of entry should complete and submit the Refund Request Form to the Center Director. After receiving the properly completed Refund Request Form, it takes 2 to 4 weeks for a refund check to be issued. Tati's Small World will pay the refund to the person who signed the financial contract.

### **Parent Referral Program**

#### 20% off tuition credit

The highest compliment our parents can pay us is the referral of family or friends for childcare at our school. The trust and confidence that you place in us each and every day means a great deal. In appreciation of that trust and confidence, we are excited to share our Parent Referral Program. You will receive 20% off 1 weeks' tuition credit for every new enrollment as a result of your referral.

#### How to get started?

The referral program is easy, ask for the Parent Referral Form, fill out the referral information, and submit it to our school director. Once the new family has used our childcare services for a period of four weeks, your account will be

credited appropriately. Our school director will also contact you via email to confirm the Parent Referral Credit. The Parent Referral Program can only be applied twice a year.

### 10% off tuition credit

Families can receive 10% off one weeks' tuition when sharing a positive review or story on any of TSW's social media.

\*Outstanding past due balances do not receive referral credits-both families' account credits must be current.

### Withdrawal Policy

**Withdrawals and Schedule Changes:** If you choose to withdraw from a program, you are required to give TSW a two-week advance notice. Your security deposit will be adjusted to your last two weeks at the center given the two weeks' notice. Registration fees are non-refundable. Schedule changes are handled by the director of TSW program. Change requests are based upon program space and staffing availability.

### Schedules and Late Fee Policy

**Tuition for School Closings and Absences:** There are no refunds or pro-rations for absences, partial weeks, full-day closings or emergency closings (ex. Snow days). Please refer to your program handbook for payment policies and refunds specific to your childcare program.

**Late pick-ups:** A late fee will be charged for children that are picked up late. You will have a grace period of 5 minutes after program hours. After 5 minutes has elapsed, (6:06 PM) you will be charged an initial \$5.00 An additional \$1.00 will be added on for each continuing minute you are late. *Example: 6:07 PM = \$7.00. Payment should be made at time of pick up, to staff member, in cash. This will be strictly enforced, and habitual tardiness may result in termination of services.* If for some reason payment cannot be made, an email will be sent out to the family requesting payment. Payment will not be charged with tuition.

### Enrollment Policy

Enrollments are based be a on a first come, first serve basis. This enrollment packet must be completed by parent and reviewed by our director before TSW can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirements of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, the director will provide parents with the update and may require a signature.

If you have any questions regarding the completion of these forms, please feel free to ask the director.

We offer both full and part time care. Full time is considered from 30-58 hours per week. Part time is considered less than 28 hours per week (offered in two full days and one half-day). **A change in enrollment from part-time to full time may**

**be accepted to your child’s schedule only if there is a position open for that space.** A minimum of two-week notice must be given when changing schedules, so we can review our waitlist and plan accordingly.

***\*PLEASE BE AWARE DEPENDING ON OUR DEMAND FOR EACH CLASSROOM PART-TIME MAY NOT BE AVAILABLE.***

### **Open Door Policy**

We maintain an open-door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate you taking into consideration our schedule when dropping in or calling and remember that visitors usually cause children to react in an exciting manner. When leaving a voice message, we will call you back as soon as possible.



V. GENERAL INFORMATION.....

**Absences and Late Arrivals**

Absenteeism

Childcare fees are based on enrollment (a reserved space), not on attendance. Tuition will be charged in the event of absenteeism. Parents must call or e-mail the school daily when the child is ill and will be absent from school. At this time, the parent will inform the director when it is anticipated that the child will return to school. If your child is out 2 days or more due to illness, he/she must return with a doctor’s note.

Signing In/Out

It is required by State law that all children are signed in and out of the center daily. For your convenience, The Teaching Strategies app (Tadpoles) allows parents to “check in” their child. If parents do not “check in” teachers will check your child in by 09:00am. Check out must be done by parent when picking up your child. If your child is not checked out, TSW platform will automatically “clock out” at 7pm (1900) and will be done by teachers at time of pick up. This from of sign in not only presents the child’s attendance but provides information on the person who dropped off/picked up the child each day.

**Arrivals and Departures**

Arrivals

Children are to arrive clean and fed. We will try our best to send your child home with a clean diaper and would appreciate the same consideration when you drop off.

TSW’s doors open at 7:30 am for Early Drop Off. All children should be in by 9:00am as morning activities will begin around this time. It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief. The longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are nearly always quick to get involved in play or activities as soon as parents are gone.

Departures

TSW’s doors close at 6:00om. Parents must ring the bell to gain access to the center. Once buzzed in, please find you way to your child’s classroom for an easy pick up. Due to restrictions, parents are not allowed in the classrooms but are welcome to come in and oversee your child at play in the classroom from the hallway. Please be brief at pick-up time. Parents are expected to assume full responsibility of their child once they are handed over to you. For your child’s safety please do not allow your child to touch the exit door handles or open the doors. **We work very hard at teaching the children not to touch the exit doors.** “Always wait for a grown - up.”

Only the individuals listed on the enrollment forms, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Tati’s Small World Learning Center reserves the right to deny a person’s request to pick-up a child.

*\*Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or concerns please schedule an appointment.*

### Arrival/ Departure Location

All drop offs and pick-ups are to be done at the center (132 32 St. Union City, NJ 07087). Parents are not allowed to drop off or pick up while children are on outings. Additionally, once a child is signed out; he/ she is not allowed to sign back in and will not be received unless previously agreed upon with the director. Once a child is picked up from the center for any reason (example: doctor's appointments, older sibling shows, etc.) they are not able to return until the next scheduled school day. Children accepted for late drop-off or re-entry can only arrive before or after nap time (12:30pm – 2:30pm).

### Donations

Donations help us keep costs down. If you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- a. Dress up clothing, costumes, jewelry hats, etc.
- b. Books
- c. Paper of any kind, brown, white colored, waxed, foil, etc.
- d. Crayons, watercolor paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- e. Recyclables including juice and milk cartons, water jugs, wine corks, bottle tops, egg cartons, toilet, and paper towel rolls, etc.
- f. IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

Every classroom has their particular set of supplies needed. Which will stated in your supplies MUST HAVES.

### Babysitting Policy

**TSW** is aware that outside childcare/ babysitting contracts may arise because of the quality care we provide for our families. With this in mind, we do not endorse or ensure our staff outside of the workplace and ask staff to refrain from accepting or offering outside childcare services to families of our center.

#### Babysitting:

We appreciate your confidence in our staff members and understand your desire to have them babysit. However, **TSW** will not be responsible for outside arrangements made with staff members. All such arrangements must be made in advance to avoid interrupting staff at work. **TSW** will not be responsible to pass on messages regarding babysitting left on any **TSW** communication platform. (i.e., Emails, tadpoles, voicemail, etc.) Any individual arrangements are strictly between the parent and the individual. **TSW** are not responsible in any way for these individual agreements.

**TSW** requests the caregiver and parent sign an agreement stating that they will not hold this business (**TSW**), it's owner, and employees responsible should anything arise.

## **Birthdays/Special Days**

### Birthday Celebrations

Birthday celebrations are usually done at 2:30pm once children have woken up from nap. Parents are welcome to send in decorations and treats to share with classmates on birthdays or special occasions. TSW is a nut free school. Be mindful of product that may contain peanuts or tree nuts. Some classrooms may have additional allergy guidelines. **Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children.** Ask your child's teacher for suggestions on treats if needed. Parents are always welcome at their child's birthday celebration at TSW. Please be mindful that tears and tantrums may arise when choosing to leave your child(ren) at the center after visiting for his/ her birthday celebration, to avoid this families must take the child(ren) home after the celebration.

If a birthday is to be celebrated away from the school and the entire class is not invited, please mail/email the invitations. If the entire class is invited, you may have teachers distribute the invitations into their cubbies. Our center will not give out phone numbers or mailing address without prior consent of the parent.

## **Nutrition Policy**

### **Child Nutrition Policy**

### **GNJK 1.3.3**

TSW does not provide daily meals. Parents are responsible to supply their children with daily meals, including snacks. Water bottles will be refilled as needed. TSW is committed to implementing the USDA childcare food components guidelines. Two percent milk, whole grain snacks along with vegetable and fruit options will be available when children do not wish to eat the snacks parents have provided. Parents will be contacted to grant permission before children are provided alternate snacks. Parents are to comply with the USDA childcare food components guidelines when preparing meals being brought in as well. Please review below for specific information regarding TSW meal guidelines:

- All meals and snacks will meet the requirements of the Child and Adult Care Food Program (CACFP).
- Children in care for 8 or fewer hours in one day should be offered at least one meal and two snacks or two meals and one snack.
- Children in care more than 8 hours in one day should be offered at least two meals and two snacks or three snacks and one meal.
- Children will be allowed time to eat their food and not be rushed during meals.
- Food is not offered as a reward nor denied as punishment.
- Special occasions and holidays will be celebrated with activities, non-food items, and foods that meet healthy requirements.
- Religious and dietary restrictions will be applied for all children and families who observe
- Children will be offered and encouraged to eat healthy snacks provided by our center if snacks provided by parents do not meet our Healthy Snacks and nutritional guidelines.

### **Foods**

- High-fat products (containing >35% of calories from fat), high-sugar products (containing >35% of calories from sugar), and salty foods are avoided.
- Whole-grain breads, pastas, and grains are served when available.
- Developmentally appropriate servings of protein such as lean meat, skinless poultry, fish, cooked beans or peas, nut butters, egg, yogurt, or cheese are recommended.

- Staff members will encourage children to try to developmentally appropriate servings of a wide variety of fruits and vegetables, with no added fat.

## Beverages

- Drinking water is available throughout the day indoors and outdoors.
- Children younger than 12 months do not receive cow’s milk unless the child’s health care professional gives a written exception and direction to do so.
- Children between 12 and 24 months of age are provided whole milk or reduced fat (2%) milk unless they are consuming breast milk or a prescribed formula.
- Children 2 years and older are served nonfat (skim) or low-fat (1%) milk.
- Children younger than 12 months do not receive juice.
- Children between 1 and 6 years of age will not receive juice at TSW but may consume no more than a total of 4 to 6 ounces of 100% juice per day, given at home.

## Nutrition Education

- Teachers incorporate planned nutrition education into their classroom routines at least once per week.
- Staff receives development on child nutrition at least twice per year.
- Families are offered education on child nutrition two or more times per year.

## Meal guidelines:

Please refer to the Meal Guidelines for ages 1-12 years when preparing your child’s meals. A 30-day suggested meal preparation calendar for infants is also available upon request for all parents.

**Meal Guidelines – Ages 1-12** Updated 8/03/05  
Source: Child and Adult Care Food Program, USDA Food and Nutrition Service ([www.nal.usda.gov/childcare/Cacfp/index.html](http://www.nal.usda.gov/childcare/Cacfp/index.html))

BREAKFAST			
Food Components	Ages 1-2	Ages 3-5	Ages 6-12 <sup>1</sup>
<b>1</b> milk	1/2 cup	3/4 cup	1 cup
<b>1</b> fruit/vegetable			
juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
<b>1</b> grains/bread <sup>3</sup>			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>LUNCH OR SUPPER</b>			
<b>1</b> milk	1/2 cup	3/4 cup	1 cup
<b>2</b> fruits/vegetables			
juice, <sup>2</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1</b> grains/bread <sup>3</sup>			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>1</b> meat/meat alternate			
meat or poultry or fish <sup>4</sup> or	1 oz.	1½ oz.	2 oz.
alternate protein product or	1 oz.	1½ oz.	2 oz.
cheese or	1 oz.	1½ oz.	2 oz.
egg <sup>5</sup> or	½	¾	1
cooked dry beans or peas or	1/4 cup	3/8 cup	1/2 cup
peanut or other nut or seed butters or	2 Tbsp.	3 Tbsp.	4 Tbsp.
nuts and/or seeds <sup>6</sup> or	1/2 oz.	3/4 oz.	1 oz.
yogurt <sup>7</sup>	4 oz.	6 oz.	8 oz.
<b>SNACK: Choose 2 of the 4 components</b>			
<b>1</b> milk	1/2 cup	1/2 cup	1 cup
<b>1</b> fruit/vegetables			
juice, <sup>2</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1</b> grains/bread <sup>3</sup>			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>1</b> meat/meat alternate			
meat or poultry or fish <sup>4</sup> or	1/2 oz.	1/2 oz.	1 oz.
alternate protein product or	1/2 oz.	1/2 oz.	1 oz.
cheese or	1/2 oz.	1/2 oz.	1 oz.
egg <sup>5</sup> or	½	¾	1
cooked dry beans or peas or	1/8 cup	1/8 cup	1/4 cup
peanut or other nut or seed butters or	1 Tbsp.	1 Tbsp.	2 Tbsp.
nuts and/or seeds <sup>6</sup> or	1/2 oz.	1/2 oz.	1 oz.
yogurt <sup>7</sup>	2 oz.	2 oz.	4 oz.

**Footnotes**  
1. Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.  
2. Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.  
3. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.  
4. A serving consists of the edible portion of cooked lean meat or poultry or fish.  
5. Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.  
6. Yogurt may be plain or flavored, unswetened or sweetened.  
7. One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

## **Safe Sleep/ Nap Policy**

### **Nap/Quiet Time**

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and drained when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one long nap per day. At this time, we will gradually adjust their nap to our Toddler nap/rest schedule.

## **Cleanliness/ Hygiene**

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after bathroom. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently and use antibacterial gel.

Infants sleep in separate cribs or pack and plays, with clean sheets used only by them. Beginning at toddler age, washable nap mats/cots are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

### **1.Clothing/Attire**

Children should arrive dressed for play, wearing closed toe shoes. It is very important to keep their little feet safe when walking or playing around the school grounds.

Please do not let them wear flip-flops or sandals to school. Thank you for your cooperation!

We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold weather.

### **2.Toothbrush Policy**

**(Upon request)** TSW only assist with toothbrush upon parental request. this policy is not in our curriculum, but if parents request our staff member will help the child brush their teeth.

- a. Toothbrushes need to be organized in the rack in a way that they do not have any contact with each other. When the toothbrushes are not in use, they must be in the classroom out of the reach of children.
- b. Tray must be carried to the restrooms by the teacher or assistant.
- c. Toothbrushes must be distributed one by one the sink at the moment the child is going to start brushing, not prior to it or in groups.
- d. A drop of toothpaste will be placed on the exterior part of the toothbrush.

## **Social Media Policy**

Statement of Intent: At Tati's Small World Learning Center we respect the privacy of children and their families, staff, and volunteers. All information relating to children and their families, staff and volunteers will be treated in a strictly confidential manner.

### Information:

Social media sites e.g., Facebook, service website or Instagram is used for sharing information relating to the childcare service. This will include photographs, videos/media packages, childcare related news posts, child activity updates e.g., sample plans and sample learning stories, fundraising and local childcare initiatives. The social media site will be used as an extension of the early childhood services form of communication and will not be used for personal communication for staff, committee, or parents. A strict yearly review process will take place before the start of each pre-school year to remove all out-of-date images, videos or media packages involving children who have not attended the early childhood service for 1 year.

### Administration:

- a. The social media site is set up with a maximum of 2 administrators to approve and monitor activity on the social media site.
- b. All posts are verified in advance of being placed on the social media site by parents.
- c. All inappropriate posts are removed from the social media site and the user will be reported and blocked from the site.

### Communication:

- a. The service does not use the social media site as a replacement of already established communication methods with parents.
- b. The social media site is a tool used for updates and sharing relevant information with parents.
- c. The social media site is an extension of the early childhood services form of communication; it is not used for personal communication for staff, committee, or parents.

### Images, videos/media packages:

- a. **Images of individual or groups of children are not uploaded to the site without prior permission from parents.**
- b. All images or videos will only be kept on the site for a maximum of 2 years; a review will be completed each year to remove old images or videos past the expiry date.

## **Photography and Videography**

### **Parents/Guardian:**

Photographing children: parents may not take photographs of their own child along side another children at TSW without the consent of the Management. This is to protect the privacy of all children. Management will normally ensure that permission is granted for major events such as Holiday Celebrations or Graduation. On these occasions the rights of every child to refuse to be photographed must be respected and parents/guardians are requested not to share the photos beyond their family circle. Use of Photographs are used at TSW for a variety of purposes. Educators take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition, we use photographs for:

### **Photographs**

### **Purpose**

Displays of children's work	A record of ideas and positive affirmations
Examples of children's play	As a part of an individual child's profile
Classroom areas	To show the range of activities and to make the room welcoming and bright
Name tags	To identify and personalize cubbies, shoe placements, etc.
Policy folders/ website updates	To explain the work of TSW to parents and visitors
Special events	As a record of the year and for children to admire and discuss
Family photography displays	Used as a class resource to create a "home from home" environment and to discuss those who are nearest to children
Class group photographs	To act as a memory and to form an archive for graduation

Photographs/videos of the children in our programs may appear in brochures, website, publicity materials and/or educational trainings. Your child's photo will also be posted on our classroom and our Instagram page. They are to be used without compensation.

TSW staff will only use the Teaching Strategies Platform to take photographs of children.

- a. This tablet will remain securely stored in the class at all times.
- b. Staff are not allowed to take photographs on their personal phones and to do so is considered a serious breach of company regulations.
- c. Photographs will only be taken if the child is comfortable to be photographed.
- d. Photographs are used to highlight positive achievements and happy events only.

## Supplies

Each classroom has a specific list of “Must Haves” that will be given to you upon enrollment. A general guide of supplies is as follows:

Diapers	Wipes	Bottles/Sippy Cups	Fitted Sheet	Sleep Sack (0-12mths)
Food	Bibs	Thermometer	Change of clothes	Sleep blanket (12mths +)

All personal belongings should be marked with your child’s name. Eating utensils, cups and dishes will be supplied. If you decide to bring in any of these items, they must be marked with your child’s name, to avoid mix-ups with other children.

## Security Policy

TSW provides security by means of attendance, video recording and double entry access. We provide this security to ensure your child and our staff’s safety. We do this by doing classroom head counts when going outdoors and making sure everyone is screened before entering the building.

Upon enrollment, TSW will issue a pin that will be used to sign your child in and out at drop off and pickup. Once your child is “Clocked In”, teachers will have him/her on their roster. This ensures safety in accurate headcounts through attendance. You will receive an update as well through email via the Tadpoles / Teaching Strategies platform. **Drop off’s can only be done at the center.** Parents are not allowed to drop off while children are on outings. Additionally, once a child is signed out; he/ she is not allowed to sign back in and will not be received unless previously agreed upon with the director.

All persons trying to enter the center will be screened prior to entry. Children will only be released to persons on enrollment forms. \*See Release of Children Policy\*

If you plan to have someone not on your emergency list pick up your child, you **MUST** contact the office in advance. If no prior notice is given, someone in the office will contact you to confirm pick up or your child will not be released.



## **Playground/ Outdoor Safety**

### **Indoor/Outdoor Play**

(\*GNJKids 1.3.1)

**Indoor play:** We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

### **Outdoor play:**

We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (always see clothing/attire section) for outdoor play. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index/ air quality). We are mandated by state law to take the children outside. *Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.*

### **Outdoor Safety**

State of New Jersey requires that children be taken outdoors each day. The children will play outdoors if weather permits. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. **All clothing, including coats and boots, must be labeled clearly with your child's name.**

As we do have an outdoor play area designated for the center; children may visit the surrounding parks/playgrounds during outdoor play times. Staff will carry a first aid kit as well as water and water bottles when visiting parks / playgrounds. Staff will also complete a *Public Playground Safety checklist* upon arrival to any public playground.

## Toileting and Diapering

### **Diapers and Toilet Training**

Parents supply all diapers, wipes and toilet training necessities.

Our teachers are experienced in training young children on how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in “user-friendly” clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, socks, and outer clothing.

A Potty-training questionnaire will be sent home to be completed once your child is ready.

Diapers Kidz Korner requires the use of disposable diapers. Please provide enough diapers and wipes for your child to last the week. Should you run out, you will be charged \$3.00 for each diaper that you have to use from the center. Soiled Clothing: Infants under 12 months that have clothing soiled with bodily fluid will be placed UNRINSED in a bag. The bag will be put in the child’s cubby and picked up by the parents at the end of the day. Children one year (1) and older: clothing grossly soiled with body fluid may be subjected to disposal.

### **Toilet Training Policy**

Toilet training is a big issue for any day care facility because keeping classrooms clean is critical. Frequent toileting accidents by children wearing just underwear creates problems with both hygiene and supervision of the group. We are sharing with you some important information about toilet training so we can all be on the same page.

We have some basic non-negotiable policies related to training that we must follow to remain healthy and to maintain our child care license. I would like also to share with you some ideas and experiences to help your training process, should you choose to read those. This may sound awfully official but honestly this is all to help make this go easily for everyone.

**Important policy: We don’t put children into underwear until they have been COMPLETELY accident free here and at home for two full weeks.**

This is an absolute non-negotiable policy and is considered sound day care practice throughout the industry. Once a child is successful for two full weeks HERE and at home, accidents are rare. This policy must be strictly enforced to maintain the health of all using the facility. We must practice infection control standards that maintain the cleanliness of the floors, furniture, and inventory of the day care. Even an accident discovered immediately means a child most likely soaks their shoes, and socks if used. There is a puddle of urine – or worse - on the floor, urine soaked footsteps in the room, and perhaps a soaked spot from the child sitting. Even if noticed immediately, it may only take seconds to mean we must scour the whole floor, some of the furniture, and some toys. Once it’s discovered, we must clean the entire room. When children soil their underwear, it is a very big mess to clean up and creates a supervision issue.

### **Nap time training:**

We require nap diapers or pull ups until the child has slept through nap for one full month without an accident. Sometimes kids nap train right away when they are awake time trained. Most children are not able to do this and it is many months and sometimes years before they are nap trained.

### **What to wear during training:**

Children should wear easy on and off pants during training. Soft, elastic waist bottoms are best. Please don't dress your training child in overalls or shirts with snaps at the crotch. Diapers are best for beginners; pull ups work for children at the one-week mark without accidents. **Pull-Ups must be open-at-the-side style.** We can do the training with the underwear over the pull up during the training if that's working for you. If the child has regular accidents in underwear, we **MUST** switch them back to diapers or pull ups and try again when they have been accident free at home and at preschool for two full weeks.

Some kids are easily potty trained during long vacations and holiday breaks. Parents have the time to do the intense work and supervision. Parents can allow the child to be in underwear for many consecutive days. If successful at home they still must remain in diapers and be accident free for two weeks **HERE**. They can come in underwear with pullups when they return from the long break. That way, they will have a protective layer over the underwear to protect the room should they revert back to accidents. We will inform you of the progress via Tadpoles Daily and appreciate feed back from at home training as well.

### **Toys from Home**

We prefer that children do not bring toys from home unless otherwise instructed by your child's teacher. Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they will be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only. Toys may be brought for show and tell activities (as instructed by your child's teacher). **We are not responsible for any loss or breakage of toys / personal items. All personal items must be clearly marked with the child's name. NO electronics**

**Important....there are four things we feel strongly must remain home: toy guns, gum, money, and candy.**

## VI. BEHAVIOR MANAGEMENT POLICY .....

### **Biting Policy**

Biting can be a normal stage of development for young children who are teething and still developing their language skills. It is usually a temporary condition that is most common between 13 and 24 months of age. We take biting seriously. Children bite for a variety of reasons, including simple sensory exploration, panic, seeking to be noticed, inability to express themselves verbally, special discomfort, teething or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results (the desired toy, excitement, attention, etc.). Knowing that the effect of their biting will hurt another person is not yet a part of a child's awareness at these ages, so the "cause/effect" relationship is not a cause for immediate expulsion at TSW.

#### The Process:

We work with the parents in discussing how they can assist in altering the behavior. Our teachers plan activities and supervise children carefully for biting not to happen. Despite our best efforts, it is sometimes only a matter of seconds for a child to grab a toy and the offended child to lash out in frustration before an adult can intervene. If this behavior develops into a repeated pattern that endangers other children, we must take actions to protect the other children in our care.

#### How do we "stop" biting?

##### Shadowing:

Shadowing is when an adult (preferably the same adult) follows the child everywhere they go, without adjusting their play. The adult should be no more than an arm's reach and giving them constant direct supervision. The idea is to be close enough to stop the behavior before it is done. If an adult isn't close enough to separate the child immediately if they attempt to bite, then they are too far away. It is literally being that child's shadow.

It's very important that the child doesn't feel any special attention. Ideally, they don't even realize they are being shadowed. It's also important that the other children aren't aware of the shadowing. The child with the behavior problem should not feel special or punished by this. They can still play freely and interact with their friends. It's simply that an adult is close enough to separate them when it needs to be done.

##### When a bite happens:

A biter is immediately removed from the group with a firm "No thank-you." The bitten child is consoled, and the bitten area washed with soap and water (the bite may be minor, with no apparent mark). If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he or she can understand, and then redirected and shadowed.

- A written Child Incident Report is given to the parents of all children involved when they are picked-up that day. We will not share with parents the name of the other child involved.
- We look intensively at the context of each biting incident for pattern, to prevent further biting behavior. • We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We make every effort to extinguish the behavior quickly and balance our commitment to the family of the biting child to that of other families.

After three incidents have been documented or observed, any subsequent incident will require corrective action, and may involve either temporary or permanent withdrawal of the child. If the child has had three incidents, but six months or more have passed without any occurrence, we will consider any further incident as a relapse and will allow one further occurrence before requiring corrective action.

### **Conflict Resolution**

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency, and firmness. We stress two main patterns of behavior: respect for other people and respect for property. The children are explained the rules of the center frequently, so they are all familiar with the guidelines. Please keep in mind that there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of “natural consequences”. An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time outs (thinking chair) will be rare except when a brief cooling off period is needed. Sometimes when children are fighting or throwing toys, we will put the toy in a short time out, and then bring it back into circulation a little later. This seems to work better than giving the child a time out.

Under NO CIRCUMSTANCE will there be any spanking, physical abuse, verbal abuse, name calling, or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above-mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and wellbeing of all.

## **Expulsion Policy**

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

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

### **IMMEDIATE CAUSES FOR EXPULSION:**

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

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

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

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

- a. Failure of child to adjust after a reasonable amount of time.
- b. Uncontrollable tantrums/ angry outbursts.
- c. Ongoing physical or verbal abuse to staff or other children.
- d. Excessive biting.
- e. Other (will be explained in writing)

### **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 for 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 for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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

- a. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

- b. Reported abuse or neglect occurring at the center.
- c. Questioned the center regarding policies and procedures.
- d. Without giving the parent sufficient time to make other childcare arrangements.

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

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

## VII. PARENT COMMUNICATION, PARTICIPATION AND RIGHTS.....

### **Parent Resource Center**

\*GNJK standard 3.2.2

TSW Learning Center provides parents with a Parent Resource Center located in our main hallway. Provided for parents are booklets, flyers, magazines, and binder of resources including, but not limited to community and school-based resources, direct services to promote child/family safety, health, and stability.

All are welcome to review and take any resources that can benefit you and your family. The office is also equipped with copies of all resources and can also help you with questions or concerns you may not find in our Parent Resource center. Resources will be reviewed periodically to ensure information is up to date.

Please feel free to “take a look” and reach out to us with any questions or suggestions.

### **Communication and Conferences Policy**

Proper communication is our utmost importance. When a new family is accepted into our center, we like to be sure that we can share openly about any concerns or questions that may arise. All enrolled children’s parents will receive daily reports. It is important that there is a similar childcare philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time. Concerns about any aspect of our program, or your child’s care, may be expressed to the center director.

Daily Reports will be sent via Tadpoles Platform

In addition, updates will be sent via newsletters, letters, flier, emails, and verbally at drop offs and pick-ups.

Remember to communicate in writing any changes in your child’s schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up you child on the enrollment forms.

Our main office must be informed of any of the following changes:

- a. •address and/or phone numbers, or e-mail address
- b. •parent/guardian employment
- c. •health/immunizations up-dates or;
- d. •other pertinent information related to your child



## **Engagement Policy**

Family engagement is the process used to build genuine relationships with families. Relationships with families support overall family well-being and children's healthy development. When families are engaged, partnerships are created that have a common focus— helping children grow and thrive. Family engagement is based on the idea that parents and others who care for their children work together to prepare children for success. The specific goals of the partnership for each family may vary and can depend on family preference, culture, and economic or social stresses. Tati's Small World Learning Center honors a family's strengths and culture, mutual respect, and shared goals for the child.

### **Various ways we will encourage family engagement:**

- a. Positive interactions with open communication
- b. Easy access to child's daily schedule and daily report via email or Tadpoles application
- c. Provide parents/ guardians with a resource binder placed in our main hall including but not limited to:
  - Health care
  - Housing resources
  - Safety and Nutrition
  - Local family engagement opportunities
- d. Invite families to read to the class, Occasional breakfasts with mom, dad, and family members
- e. Provide phone conferences if parent/guardian not able to attend school meeting
- f. Supply school information to parents in their first language
- g. Provide surveys to retain a general outlook on family concerns
- h. Hosting various night care for special occasions

The families of the children cared for at TSW Learning Center will be involved in all aspects of their child's wellness progress. We encourage parents to reinforce our center's positive health messages by serving as role models for their children at home.

### **E. Family Centered Practices**

TSW Learning Center acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. TSW Learning Center communicated with each family daily and has regular meeting to discuss the child's successes and challenges.

### **F. Home Languages**

At any given time, visitors to the center may hear a variety of languages spoken, particularly when families are dropping off or picking up their children. The center embraces family's home languages include, but are not limited to songs/music, books or items from home countries, utilization of everyday words in the different languages represented in the program and sharing these opportunities with everyone. Additionally, we shall make every effort to communicate effectively with all families in a language that they understand. We shall use community resources for translation and interpretation when we do not have sufficient resources.

### **G. English Language Learners**

TSW has numerous children, families, and staff whose first language is one other than English. A number of children enrolled in TSW do so with little/no English-speaking experience. As our community is diverse, the teachers and staff of TSW have much experience supporting English language learners and their families.

Research and our observations support that there is a consistent development sequence for young children learning a new language:

1. *Home language use:* There may be a period of time when a child continues to use his/her home language; this may be more evident in younger children.
2. *Observational and listening period:* When the child discovers that their home language may not be understood in the new setting they begin to observe and listen to gather information about the new language. They may experiment with the new sounds during this time. Some children may stop speaking, but do not stop communicating (think non-verbal communication). Younger children (toddlers) may be in the observational /listening period for longer than preschoolers.
3. *Telegraphic and formulaic speech:* The child will begin to use individual words and short phrases in the new language. They may use a single word in place of a full sentence and use words/short phrases in situations that they've observed others using them.
4. *Productive Language use:* Children begin to productively use the new language. \*

Your classroom teachers will encourage you to share books or music in your home language, family photos, special interests, and lists of common words your child uses in your home language to communicate needs. This information will help the teachers create a welcoming and comfortable environment for your child.

## **Parental Rights**

Parents play an integral role in the development of our students. They are informed of progress on a regular basis through written reports and personal and telephone conferences. Parents are invited to Open Houses and many special events throughout the year. TSW maintains an open-door policy and parents are encouraged to visit at any time.

TSW is proud to offer workshops, seminars, and training to help parents understand the goals and objectives of their child's educational program and their relationship to the growth of their child. Some of the group's initiatives include: networking with other families, learning opportunities for families such as workshops and trainings, special events, teacher recognition and development, center enhancements, classroom volunteering opportunities and fundraising.

Under New Jersey State law, parents of disabled children have special rights. In brief –

### **IF YOU THINK YOUR CHILD HAS A DISABILITY, YOU HAVE THE RIGHT:**

- a. To have your child fully tested by your school district, at no cost to you.
- b. To see the results of this testing and all other records about your child.
- c. To have your school district consider the reports of people outside the district who have tested your child.
- d. To a written notice of the district's decision about your child's disability and the reason for the decision.

**IF YOUR CHILD HAS A DISABILITY, YOU ARE ENTITLED:**

- a. To a free, appropriate public education for your child.
- b. To have your child educated to the maximum extent appropriate, in the general curriculum.
- c. To have an Individualized Educational Program (IEP) written for your child.

For a thorough explanation of laws affecting education of disabled children in New Jersey, see *The Right to Special Education in New Jersey*, published by the Education Law Center, at [www.edlawcenter.org](http://www.edlawcenter.org)

**Parent and Child Identification**

To maintain the security and safety of each child at TSW we require each enrollee to complete Parent/ Guardian Information paperwork as well as court appointed custody forms. The information provided will be kept in your child's personal file then be transferred to our teaching strategies platform (Tadpoles) and will be accessed by staff and parents by means of pin code. Pictures of parents/ guardians can be taken at the center or provided to the office and will be attached to child's file on both hard copy and teaching strategy platforms.

In addition, parents/ guardians must supply any birth certificates or court appointed custody forms. Any families involved with DCP&P (foster families) must also provide proper documentations.

## **Parent Education**

\*GNJK standard 3.3.2

To support parents as partners, we encourage families to be involved in their child's educational process. Tati's Small World Learning Center offers an open-door policy, allowing parents to always visit and participate in our programs, fostering a sense of openness and inclusion.

Training for teachers on how to develop partnerships with parents and families are provided for staff. A series of workshops are provided to the director to facilitate parent workshops. The director attends workshops of their choice and are trained in how to provide that workshop for parents and teachers. TSW encourage parents to attend parents/ family group informative meetings, workshops, and decision-making committees. We provide opportunities for parents to engage in decision-making, volunteering, and participate in workshops that are linked to student learning and/or social-emotional development and growth.

Annual Workshops and resources include information about

1. Preventative Health Care
2. Mental/Behavior Health Issues
3. Nutrition and Obesity
4. Medication Administration Policy
5. Oral Health Practice
6. Communicable Diseases Prevention

Tati's Small World Learning Center Parent Group allows parents to participate in the center by planning events that will benefit the overall quality of the program. Some of the group's initiatives include networking with other families, learning opportunities for families such as workshops and trainings, special events, teacher recognition and development, center enhancements, classroom volunteering opportunities and fundraising.

Workshops topics include Health and Safety, Preventative health care, mental/behavioral health issues, nutrition and obesity, medication administration policies and procedures, oral health practices, and communicable disease prevention.

## **Custody Release**

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

## **Confidentiality of Children Records**

Information contained in a child's record is privileged and confidential. TSW staff may not distribute or release information in a child's record to anyone not directly related to implementing the program, plan for the child without a written consent from the parent/guardian. You must be notified if your child's record is subpoenaed.

### a. Access to your child's record

You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child(ren)'s entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain in a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

### b. Amending your child's record

You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one (1) week of the decision regarding your objections. If the licensee decides in your favor, immediate steps will be put in place to put the decision into place.

### c. Transfer of Records

When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

### d. Charge of Copies

There are no fees or charges for copies of any information contained in your child's record.

## **Parental Code of Conduct**

### Purpose

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school events and when interacting with TSW employees and/or students.

### General Propositions

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- a. Teachers, administrators, and parents/guardians want all children to learn in a safe environment.
- b. Teachers, administrators, and parents/guardians must work together for the benefit of all students.
- c. All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect.
- d. The school should be provided an opportunity to resolve issues of concern before public criticism.

### Prohibited Behaviors

To provide a peaceful and safe school environment, TSW prohibits the following behaviors by parents/guardians and visitors:

- a. Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- b. Disruptive behavior that interferes or threatens to interfere with TSW operations, including the effective operation of a classroom, an employee's office, or school grounds, including open- house events, celebrations, and car-pickup/ drop offs.
- c. Threatening to do bodily harm to a TSW employee, visitor, fellow parent/guardian, or student.
- d. Threatening to damage the property of a TSW employee, visitor, fellow parent/guardian, or student.
- e. Damaging or destruction of school property
- f. Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
  - a. School staff and administration may not always be immediately available to speak with you. The only way to *ensure* that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/e-mails within 24 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with
- g. Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- h. Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all.
- i. This includes use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, Flickr

### Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from TSW and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with TSW to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

## **Release of Children Policy**

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

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

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

- a. The child is always supervised,
- b. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s) (emergency contact); and
- c. 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 judgement 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

If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

### **Policy and Procedures on Child Abuse and Neglect**

As a childcare center, we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that Tati's Small World Learning Center Inc. is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the State licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines. Our staff is highly trained in knowing and complying with all applicable state and local laws.





## **Breastfeeding Policy**

(\*GNJK 1.3.2)

Tati's Small World Learning Center Inc is committed to providing a breastfeeding friendly environment for our enrolled children and staff. TSW subscribes to the following policy:

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcomed to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies. The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Breastfeeding promotion information will be displayed throughout the center. The center will provide information on breastfeeding, including the names of areas and resources should questions or problems arise.

In addition, positive promotion of breastfeeding will be on display in the center.

VII. HEALTH CARE POLICIES & PROCEDURES.....

**Medical Policy**

Home Medical Policy

(\*GNJK 1.2.2)

Tati’s Small World Learning Center Inc. is a “well-childcare facility”. At no time do we provide sick childcare. The following illness policies will strictly be enforced, for the health, well-being, and safety of all concerned.

According to the American Academy of Pediatrics, families are encouraged to partner with a pediatric primary care physician and establish a "medical home" with them. In a "medical home", doctors and their patients/families partner together to provide comprehensive care to children, making sure both their medical and non-medical needs are met. Please be sure to pick a doctor and his/her practice and go there for your medical needs. This will help you and the doctor(s) make the best possible decisions for your children. This family-centered process will help you optimize the health care of your family.

Information at [www.aap.org](http://www.aap.org) also presented findings that when medical homes are formed, doctors and their teams:

- acknowledge the family as the constant in a child's life;
- build on family strengths.

support the child in learning about and participating in care and decision-making; honor cultural diversity and family traditions; recognize the importance of community-based services; promote an individual and developmental approach; encourage family-to-family and peer support; support youth as they transition to adulthood; develop policies, practices and systems that are family-friendly and family-centered;

- and celebrate successes.

For more information, go to -

[http://www.medicalhomeinfo.org/downloads/pdfs/Positioning\\_FINAL\\_May24.pdf](http://www.medicalhomeinfo.org/downloads/pdfs/Positioning_FINAL_May24.pdf). "Positioning the Family and Patient at the Center: A Guide to Family and Patient Partnership in the Medical Home"

**Universal Health Records**

Maintaining accurate records is essential to providing quality care and protecting the health and safety of our children. Children’s health records can help identify preventive health needs such as immunizations or dentalcare, prepare a special care plan for children with chronic health conditions or special health needs such as asthma, and determine whether to include or exclude children from care because of their illness. Requiring accurate health information encourages families to keep up-to-date records to ensure quality care here at TSW.

## Immunizations

- I. Children need to receive the minimum number of age-appropriate vaccines prior to enrollment. Due to possible side effects and overall discomfort, from vaccinations, children will not be allowed into the center within 24 hours of receiving vaccination(s).
- II. The following guidelines are taken from The NJ Department of Health:
- III. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.
- IV. †**Hemophilus influenzae type b (Hib) and pneumococcal (PCV) vaccines** are special cases. If a child started late with these vaccines, he/she may need fewer doses. One dose of each is required on or after the first birthday in all cases.
- V. ‡**MMR vaccine** may be given as early as 12 months of age, but NJ requires children to receive the vaccine by 15 months of age. Prior to age 15 months, a child may enter preschool/childcare without a documented dose of MMR.
- VI. §**Varicella vaccine** may be given as early as 12 months of age, but NJ requires children to receive the vaccine by 19 months of age. Prior to age 19 months, a child may enter preschool/childcare without a documented dose of varicella. A child will not have to receive the varicella vaccine if he/she previously had chickenpox as long as the parent can provide the school with one of the following: 1. documented laboratory evidence showing immunity (protection) from chickenpox, 2. a physician's written statement that the child previously had chickenpox, or 3. a parent's written statement that the child previously had chickenpox.
- VII. **Seasonal Flu:** The current seasonal influenza vaccine is required every year for those children 6 months through 59 months of age. Students who have not received the flu vaccine by December 31 must be excluded (not allowed to attend childcare/preschool) for the duration of influenza season (through March 31), until they receive at least one dose of the influenza vaccine or until they turn 60 months of age. Children enrolling in childcare/preschool after December 31, must provide documentation of receiving the current seasonal flu vaccine before being allowed to enter school. Students enrolling in school after March 31 are not required to receive the flu vaccine; however, flu season may extend until May and therefore getting a flu vaccine even late in the season is still protective
- VIII. NOTE: NJ also accepts valid medical and religious exemptions (reasons for not showing proof of immunizations) as per the NJ Immunization of Pupils in School regulations, (N.J.A.C. 8:57-4). Children without proof of immunity as defined by ACIP, including those with medical and religious exemptions, may be excluded from a school, preschool, or childcare facility during a vaccine preventable disease outbreak or threatened outbreak as determined by the Commissioner, Department of Health or his or her designee. In addition, anybody having control of a school may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable disease, prohibit the attendance of any teacher or pupil of any school under their control and specify the time during which the teacher or scholar shall remain away from school. The Department of Health shall provide guidance to the school of the appropriateness of any such prohibition.
- IX. For more information, please visit "NJ Immunization Requirements Frequently Asked Questions", at the following link: [https://nj.gov/health/cd/imm\\_requirements/](https://nj.gov/health/cd/imm_requirements/)

## Physical Examinations

The key aim of physical examination in children is to ascertain their growth status. It covers all key regions of the body, from head to toe, for finding whether the child is developing at a normal rate. As babies with any abnormal growth

patterns are identified by a physical examination at the initial stages, then appropriate treatment can be provided as early as possible.

Pediatric physical examination is also used to ascertain the fitness levels of a child for use in education or any other physical activities. During a physical examination, any other problems with the child concerning his/her behavior, development, etc., can also be determined.

Routine well-child checkups and physicals are recommended at regular intervals throughout infancy, early childhood, and adolescence. The American Academy of Pediatrics (AAP) recommends regular visits at the following stages:

**Infancy:** Your newborn will receive a medical wellness check, ideally another visit within 3-5 days of birth, and a follow-up appointment 2 weeks after. Well-child visits then take place at 1, 2, 4, 6, 9, and 12 months. However, your child's pediatrician may recommend more frequent visits if there is a health condition that warrants monitoring.

**Toddlers:** Well child physicals are recommended when the child is 15, 18, 24, 30, and 36 months of age.

**Age 3 and up:** By the age of 3, well-child physicals typically move to a yearly schedule.

### **Allergies and Asthma**

Children spend most of their time at school for nine months of the year. If they have asthma or allergies, these conditions need to be managed in school just like at home. Parents, students, and school staff must work together so that children are safe and healthy and can focus on learning. These are life-threatening conditions, managing children with asthma and food allergies is a priority at TSW.

Parents and school staff, including teachers must have clear lines of communication. Children will need to learn age-appropriate communication skills to ensure school staff can respond to emergencies.

**If your child is susceptible, TSW requires the Asthma and Allergy form to be filled out.**

## COVID-19 Policy

### *Positive Cases (vaccinated)*

Students and staff who test positive for Covid19 may return to the center on day 6 after five days of isolation. If They must stay home for at least five full days after the onset of symptoms or if asymptomatic after the positive test (day of symptoms is day 0; if asymptomatic, the day the test was performed is day 0). After returning from quarantine, staff and students (3 -13yrs) who return to school during days 6-10 of quarantine are required to wear a mask.

### *Positive Cases (un-vaccinated)*

Students and staff who are unvaccinated will be allowed to return to the center on the 6<sup>th</sup> day and must wear a mask up to day 10. Children who are unvaccinated and cannot wear a mask will only be allowed after day 10 of quarantine

### *Close Contacts - Quarantine*

Unvaccinated students and staff who are identified as close contacts of an infected person may return to school on day 6. They must stay home for at least five full days and can return if not exhibiting Covid-19 compatible symptoms (day of exposure is day 0).

### *Masks*

On February 7th, Governor Murphy announced that the universal school and Early Childcare Education programs' mask mandate will be lifted on March 7th as this marks the expiration of the executive order. This announcement allows districts and centers to choose whether to be mask optional or continue the mask mandate. In consultation with our local and county health department and our municipality, TSW will implement a mask optional approach for staff and students. Visitors touring or entering classrooms must continue to wear a mask when entering the center. While masks will become optional, we still recommend their use. Further, there are circumstances when masks are still required. These mask-mandatory situations are listed below:

- After returning from isolation or quarantine due to a positive Covid-19 test, students of age and staff who return to the center during days 6-10 of isolation or quarantine.
- When illness occurs in school – students of age or staff who become ill with symptoms consistent with Covid19 while in the center will be required to wear a mask until they leave the premises.

### Travel Quarantine

If a student or staff member is vaccinated, there will be no quarantine for any travel. For those traveling to/from New Jersey, domestic travel is defined as lasting 24 hours or longer to states or US territories other than those connected to New Jersey, such as Pennsylvania, New York, and Delaware a five-day quarantine will be used. Students and staff can return on day 6 to school if the person is not experiencing any Covid-19 compatible

## **Illness and Infectious Disease Policy**

### **A. Illness Policy:**

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

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

Children who have been ill at home or sent home from TSW may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

### **B. Infections Policy:**

Under NO CIRCUMSTANCES may a parent bring a sick child to daycare, if the child shows any sign of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE) or is unable to participate in the normal routine and regular daycare program. Sick children will expose all children and staff members who they come in contact with.

These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to daycare before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will unnecessarily be inconvenienced. Because this can be disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child **MUST** stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent (s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent (s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours until the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they have received the first dose of an antibiotics. If a child receives an antibiotic for an ear infection, he/she may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If they aren't sure about whether to bring your child to care, please call your director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

#### **Symptoms requiring removal of child from daycare:**

- Fever: Fever is defined as having a temperature of 100F or higher taken under the arm, 101F taken orally, or 101.9 F taken rectally. For children 4 months or younger, the lower rectal temperature of 101F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol, or any other fever reducing substance).
- Fever and sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 3 or more loose stools within 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing problem, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

Just a note: Many times, our childcare may get blamed for the illness of a child meaning that we have “allowed” sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We **STRESS** this again--if you are not sure whether it is okay to bring your child, please call ahead to ask us. We may require a doctor's

decision as to whether the child is contagious. We appreciate your cooperation in this matter. If your child is out two consecutive days a doctor's note is required for the returning to school.

**If a child had a reportable communicable disease, a physician's note stating is required.**

### **Communicable Disease Policy**

#### **Management of Communicable Diseases Policy:**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included but not limited to, reportable illnesses are:

- a. Bacterial Meningitis
- b. Botulism
- c. Chicken Pox
- d. Diphtheria
- e. Hemophilus Influenza (invasive)
- f. Measles (including suspect)
- g. Meningococcal Infection (invasive)
- h. Poliomyelitis (including suspect)
- i. Rabies (human only)
- j. Rubella Congenital and Non-congenital (including suspect)
- k. Tetanus (including suspect)
- l. H1N1 Virus
- m. COVID-19 Virus
- n. Any cluster/outbreak of illness

#### **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 they present no risk to himself/herself or others. Staff members with children enrolled at the center are not allowed to drop their children off at the center once diagnosed with a communicable disease. Additionally, if child A is sent home with symptoms or diagnosed, siblings and / or any other children in the household must be picked up at the same time and stay home to contain further infection. Both children will be allowed back with a return to school note from your child's PCP. *When relating to the **COVID-19 virus**; TSW will continue to follow the COVID 19 Policy which defines quarantine time and mask wearing.*



## **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

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

### **Emergency Medical Procedures**

Upon registration, a written consent form is to be filled in by the parent which authorizes the Lead Teacher/ Director to treat a child or to seek hospital care in the event of an emergency. The staff will inform the parent(s) of any occurrence/accidents that require first aid treatment. Should a child require emergency medical attention, a staff member will accompany the child to the hospital until the parent arrives.

For any accident that occurs in the program, an Accident form must be filled out by the staff member who witnessed the accident and must be signed by the parent or guardian of the child.

In the event of a major accident, where it is judged that a trip to the hospital is required, one staff will take the Emergency File Information and go with the child to the nearest hospital by ambulance. The designated prime care giver will contact parent(s) to meet the child and the staff at the hospital with the emergency file.

- i. Emergency Medical Forms
- ii. Emergency Medication Administration
- iii. Emergency Medical Procedures

### **Administration and Storage of Medications**

#### **A. Medication Administration:**

Parents will provide a doctor's note for any medications needed for the child, including over the counter and prescription medicine. Written authorization is needed for us to administer ANY medication, prescription or over the counter. NOTE: All prescribed medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instruction, current date, name of medication, and times to be administered clearly written in the medical administration packet. All over the counter medicine must be sent in a factory sealed container.

**Any medication to be administered to a child twice a day will not be given at the center.** If the medication must be given to the child more than twice a day, parents must fill out the medical administration packet along with the Dr.'s note / prescription and leave it with their child's teachers.

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

## **B. Medication Storage**

All medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to the children. All medication shall be kept in its original container. Medication shall be refrigerated if so, indicated on the label. Unused or expired medication and health care equipment shall be returned to the child's parent or disposed of safely in a child-resistant waste receptacle when no longer being administered.

All prescription medication for a child shall be: Prescribed in the name of and specifically for the child; and stored in its prescription container, which has been labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated and directions for its administration.

## **Sunscreen Policy**

Sun Safety Policy Statement:

It is important for children to be outside for their physical, social, cognitive, and emotional developmental needs. It is also important that children (and staff) enjoy the sun safely when outdoors. TSW will provide a safer environment for our children and staff by reducing ultraviolet (UV) radiation exposure from the sun during outdoor activities. By adopting this policy, TSW aims to reduce UV radiation exposure by practicing appropriate sun protection strategies.

This policy will be implemented all year round, but with particular emphasis during the months of April to September, when the sun's UV radiation is strongest. Rationale: Every time skin is exposed to UV radiation from the sun, the body's skin cells change. These changes build up over time and can lead to skin cancer. Too much UV radiation can also lead to eye cancer, cataracts, and weakening of the immune system. Exposure to UV radiation in childhood is a major risk factor for developing skin cancer later in life.

The policy will be implemented in collaboration with the Child Care Centre, staff, and parents/caregivers. Everyone will work together to achieve a sun safe environment through the following activities:

### **1. Parent/caregiver communication**

- a. When enrolling their child, parents/caregivers will be informed of the TSW's sun safety policy and provided information on sun safety practices.
- b. Parents and caregivers will be informed about the importance of, and strategies for, preventing skin cancer.

- c. Communication will include, but will not be limited to, details of the center’s policy relating to hats, sun-protective clothing, sunscreen usage, and sunglasses.
  - d. The policy will be reinforced in positive ways through parent letters/newsletters, staff memos, bulletin boards, and meetings.
  - e. Signage will be posted that reminds staff, parents/caregivers, and children to practice sun safety. Families will be urged to reinforce sun-safe behaviors outside the facility.
2. **Planning of outdoor activities**
- a. Activities will be planned as much as possible around the peak UV radiation periods (11a.m. to 3 p.m., April through September).
  - b. Activities will be held in the shade where possible and breaks from the sun will be built into outdoor activities.
3. **Shade**
- a. All attempts will be made to plan activities in shade when the UV Index is 3 or higher.
  - b. TSW will provide sufficient shade in their outdoor space. This shade may be from natural (trees and shrubs), built (shade from buildings, awnings, gazebos, shade sails), or portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Priority spaces for shade include Climbers and play equipment. Sand and water play areas. Seating and gathering spaces.
4. **Hats and protective clothing**
- a. When outside in weather when the UV Index is 3 or higher, parents/caregivers are encouraged to send their children with appropriate sun safe clothing, hats that cover the ears, face and neck, and sunglasses. • Sun safe clothing includes: A wide-brimmed hat (2-3 inches all around) or a legionnaire style hat to protect the face, neck and ears. Baseball hats are not recommended because they do not protect the neck or ears. Children without a sun-safe hat will be required to play in an area protected from the sun (e.g. under shade or indoors) or will be provided with a spare hat. Tightly woven, loose clothing that covers as much of the skin as possible.
5. **Sunglasses**
- a. Parents/caregivers will be encouraged to provide shatter resistant UVA/UVB wraparound sunglasses for their child to provide added protection from direct and reflected UVR.
  - b. Use of sunglasses will be encouraged all year round, including in the winter.
6. **Sunscreen and lip balm Parents/caregivers are:**
- a. Required to provide permission for staff to apply sunscreen to their child.
  - b. To provide a sunscreen that is water resistant, with broad spectrum protection, and an SPF of 30 or higher, if their child is allergic to the center’s offered brand/type.
  - c. Asked to send their child to the center with sunscreen already applied on days where the UV Index is planned to be 3 or higher (generally April to September)
  - d. **Staff are:**
  - e. To apply (and reapply as needed) a 30 SPF or higher water-resistant broad-spectrum sunscreen to the child’s skin that is not covered by clothing 20 minutes prior to going outdoors.

f. Use of sunscreen will be encouraged all year round, including in the winter.

7. **Sun protection and babies**

- a. Babies under 12 months should not be exposed to direct sunlight and will remain in full shade when outside.
- b. Babies are required to wear sun-safe hats and clothing.
- c. Sunscreen may be applied to babies over 6 months of age on areas of the skin that are not covered by clothing such as the face and the backs of hands. It is also important to avoid the sun and use shade and clothing.

8. **Increasing awareness with children**

- a. All children (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices such as: seeking shade, covering up with clothing, wearing hats and sunglasses, and using sunscreen.

**Insect Repellent Policy**

Insect Repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian. The repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the child. Oil of lemon and eucalyptus products may not be used on children under the age of 3. Insect repellent should be applied to a child's skin only once a day but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

**No smoking Policy**

We at TSW are committed to providing a smoke-free environment for children, staff members, and childcare providers. Due to hazards from exposure to second-hand smoke and as a recognized childcare facility, it shall be the policy of this childcare facility to provide a tobacco-free environment for children, staff members, childcare providers, and parents.

*REVISION ON PARENT HANDBOOK AND POLICIES*

*There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.*

Parent Signature Page

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ have read the TSW Parent Handbook and fully understand TSW's policies and procedures. I agree and comply with all policies hereby stated in this handbook. I understand violating these policies will jeopardize my child's enrollment at TSW. I understand the policies in this handbook are subject to change without notice.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Center Director Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please note that both parents/guardians must sign the signature page if applicable\*