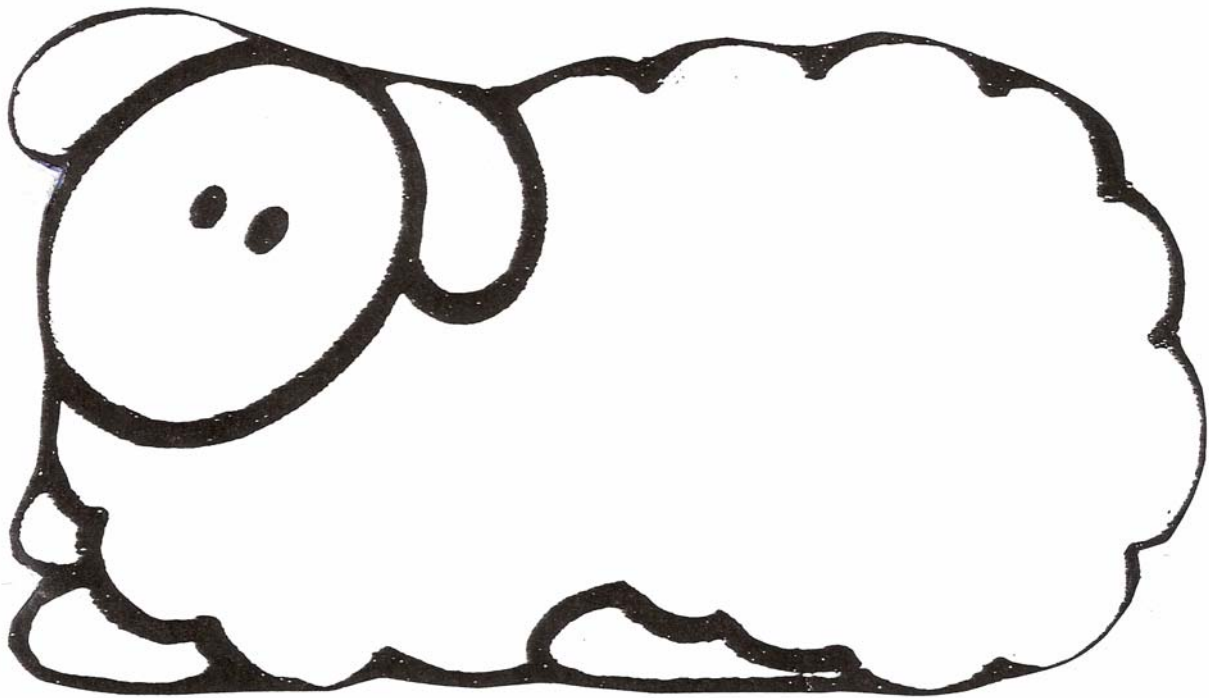


ALLENTOWN  
COOPERATIVE CHRISTIAN  
PRESCHOOL



HANDBOOK

\*Revised  
August 14, 2006

Allentown Cooperative Christian Preschool  
Handbook

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## **PURPOSE**

The purpose of this organization is to provide a preschool experience for parents and children that is designed to stimulate the child's self-expression, creativity, social interaction and independence. We also provide an awareness curriculum to help us understand more about God, ourselves and God's world around us.

## **LOCATION**

The preschool is located at:

Allentown United Methodist Church  
23 Church Street  
Allentown, NJ 08501

## **CONTACT LIST**

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## **TUITION INFORMATION**

A registration fee of \$50.00 per child; (\$85.00 for 2 or more) is required with a Registration form to enter the child's name on our roster for the 2, 3 and 4 year old classes and enrichment classes. There is no registration fee for the Mommy and Me class. The registration fee will be refunded if there is no opening available for your child by the first day of school. The registration fee will not be refunded if you withdraw your child from the program.

**The first and last month's tuition is due at the Summer Orientation Meeting.** Thereafter, tuition is due on or before the first day of the month, October through April. Tuition is due on all enrolled students, even if they are unable to attend class. Failure to pay tuition and/or fees by the tenth of the month will result in a late fee charge of \$5.00. Should the amount due not be received by the 30<sup>th</sup> of that month, the student can not attend school until payments are up to date. The Board reserves the right to institute legal action for failure to pay tuition and or fees. A fee of \$10.00 will be charged for each returned check. Tuition is non-refundable. The May tuition payment will be refunded if the student withdraws prior to December 30<sup>th</sup>. Tuition will be charged at the following rates:

- Mommy and Me class: \$50.00 per month per child
- 2 year old class: \$50.00 per month per
- 3 year old class: \$90.00 per month per
- 4 year old class: \$130.00 per month per
- Enrichment class: \$50 per month per child per class  
\$60 per month for non-co-op members

All payments, with the exception of class trips, must be paid by check or money order and placed in the class mailbox. **No cash payments will be accepted.** A separate payment of \$75.00 (work bond) will be collected at the Orientation meeting which will be refunded when parental committee and fundraising responsibilities are met. The school's federal identification number is 22-2098802.

## **ENROLLMENT POLICIES**

Anyone interested in enrolling a child should contact the school. Admission will be on a first come, first served basis. A child is "admitted" when registration fees and forms have been received.

Maximum class sizes and age requirements shall be as follows:

- Mommy and Me Class: 8 children and 8 adults is preferred
- 2 Year Old Class: 8 children in each class
- 3 Year Old Class: 10 children in each class
- 4 Year Old Class: 12 children in each class
- Enrichment Classes: 12 children in each class

Each child must present a certificate of health information, signed by a physician upon acceptance into the pre-school. Each child shall be considered for enrollment without regard to race, color, creed, sex or national origin. Children with disabilities are welcome to be a part of our school, as long as the staff and facility can accommodate them. Every effort will be made to meet the needs of every student. Those with social, mental or physical needs beyond the capability of this program should seek a facility that can fulfill the requirements that their disability mandates.

All registration forms shall be completed and recorded by the Registrar before a child begins school.

Success in this program depends on the parents' ability to comply with school regulations and requirements and the student's ability to assimilate. The ACCP Board will ask any family to leave the program after written notice of parent non-compliance or written notification that the student is interfering with the ability of the other students to enjoy a safe and calm learning environment. The work bond fee will not be refunded in the case of non-compliance.

### **WRITTEN POLICY ON PARENT INVOLVEMENT**

The Preschool provides for parent's involvement in the following ways:

1. Coop parents are required to assist the teacher in the classroom, prepare craft materials and maintain the cleanliness of all areas used.
2. Parents must provide transportation for their children to and from field trips or make arrangements with another parent to be responsible for transportation and monitoring of their child.
3. Parents must attend at least two General Meetings are welcome to attend Open Houses.
4. Parents/teacher conferences are scheduled at least twice each school year and also upon request for the purpose of reviewing your child's progress.
5. As a Coop, we welcome parental involvement. We all have special talents. Putting your talents to good use will improve the quality of education provided to your child. You will be asked to assist the teacher with school projects. This will require a small amount of time during the year, but will assist the teacher in providing a stimulating experience for your child.

### **HELPING PARENT RESPONSIBILITIES**

As members of our coop, it is imperative that you act in a professional manner. Being on time and prepared is essential. When one family fails to meet the requirements of the school the entire program suffers. The Coop depends on dedicated, contributing parents. The Board of the ACCP must insure that all families comply with the regulations and requirements of the school, many of which are dictated by DYFS. These requirements will be distributed or posted in written form. Questions should be directed to the President of the Board. Should a family be unwilling or unable to meet their responsibilities, expulsion from the program may occur. It is the hope of the Board that all families will contribute to the best of their abilities to ensure a safe environment that complies with DYFS policy.

Your responsibilities as "cooperative" parents are:

1. Work as a "helping parent" with the teacher. You will be assigned on a rotating basis in your class by the Class Chairperson. Parents of twins will be required to work twice during each rotation. Let him/her know of any conflicts as soon as possible.

If a problem arises on your assigned day:

- a. Call your Class Chairperson to let her/him know of the situation
  - b. Contact all class parents to find a substitute
  - c. If a parent agrees to switch with you, call back the Class chairperson to inform him/her of the schedule change.
  - d. If no other parent can act as the helping parent, contact the Class Chairperson. If he/she is unable to act as the helping parent, class will be cancelled.
2. Arrive by 8:50 A.M. for morning classes (5 minutes after this time is considered late).
  3. Bring a nutritious snack, such as fruit, cheese and crackers, or vegetables and dip; drinks, such as milk or 100% juice; cups; and napkins. Grapes are to be cut to prevent choking. Although wonderful snacks for home, we discourage peanut products and popcorn. The teacher may request a specific snack or drink to enhance the lesson. She may also request items so that the students can prepare their own snack. Cookies (other than animal crackers or graham crackers) are not acceptable. The children may be hungry at snack so a variety of filling foods is advisable. At least 2 quarts of liquid is requested.
  4. Clean up classroom and check with teacher.
  5. Remember, the teacher is in charge of the classroom. However, she looks forward to working with you to provide a special time for you to share in your child's preschool experience
  6. Be rested, and be prepared to enjoy your time in the classroom. Do not be disturbed if your child clings to you, is demanding, or is aggressive with the other children on your helping days. Let the child demand a little. It is natural for your child to want special status on his/her parent's helping days, but remind your child that you are there to help all of the children.

## **PARENTS' RESPONSIBILITIES**

### **1. WEARING APPAREL**

The children will be going outside to play as weather permits. You, as a parent, must be sure that your child is dressed appropriately (boots, hat, mittens, coat, comfortable shoes, etc.) so as to assure your child's comfort and health during outdoor play. Make sure that your child's name is on all his/her belongings. Clothing should allow for messy play, causing no concern for either the child or parent. Dress shoes with slippery bottoms are not recommended as they pose a safety hazard on the slides and uncarpeted floors.

A complete change of clothes should be sent in for your child in the event the child has an accident or spills something on his/her clothing. Please send the clothing in a **Ziploc type plastic bag** marked with your child's name. This clothing should be switched seasonally. In case your child's clothing becomes soiled, the teacher shall allow the child to change into his/her "change of clothes" and place the soiled clothing in your Ziploc bag. Return a clean set of clothing in the Ziploc bag by the following class. Changing clothes is done in a quiet manner in the bathroom, assisting the child when requested.

## 2. COMMUNICABLE DISEASES

Please notify your Class Chairperson and teacher when your child contracts a communicable disease so that the rest of the parents may be notified. Keep your child home if you notice any of the following symptoms:

Fever, chills, headache, sore throat, sneezing, cough, runny nose (not allergy related), nausea, rash, skin eruptions, enlarged glands, diarrhea, abdominal pain, inflamed or watery eyes, or earache.

If any of these symptoms are discovered at the school, the parents will be notified and asked to take the child home. The Head Teacher will isolate the child and remain with the child until he or she can be removed from the school by his or her parent. Parents will be responsible for washing and returning the blankets used by the ill child.

If your child is taking antibiotics, he/she must remain at home for at least 48 hours after the first dose. Keep your child home after this period if there are still signs of discomfort.

<b>DISEASE</b>	<b><u>MINIMUM TIME TO BE KEPT AT HOME</u></b>
Chicken Pox	At least 7 days after appearance of rash
German Measles	Until rash disappears
Measles	At least 7 days after appearance of rash
Mumps	At least 7 days after onset
Whooping Cough	At least 21 days after onset
Scarlet Fever	Not less than 7 days
Strep Throat	48 hours after medication begins
Impetigo or Ringworm	Until the lesions are healed
Pink Eye	Until the eye has cleared
Colds or Flu	Until ready for the full participation in the program and none of the above symptoms exist.
Rash	Until rash disappears or a doctor's note okays child's return to school

## 3. SIGN OUT PROCEDURE

If a student must leave school prior to dismissal time, a note alerting the teacher of this fact should be submitted to the teacher before class begins or the parent may note the change in pick-up in the Attendance

Book next to the child's name. The teacher should also be notified if another school parent will be taking a child home. That should also be noted in the Attendance Book. In the event of an emergency and the parent must send someone not designated in our records to pick up the child, the teacher will not release the child unless the code word (a word that you designate that you can tell the person who will pick up your child) is given by that person. This policy is for the protection of you and your child. Please use it!!!

#### 4. TELEPHONE USAGE

Our telephone is located in the classroom. The teacher is not to be called to the telephone during the class time unless it is an emergency. If you need to discuss a problem with the teacher, please arrange a time with the teacher that is convenient for both of you. If someone calls requesting information about our school, please record the name and number in the notebook on the desk and the director will return the call after school hours. Feel free to call Mrs. Bruins 609- 259-2347 or Mrs. DiDonato 609-758-3208 at home if you have any questions or concerns.

#### 5. SCHOOL CLOSING DATES

The schedule for the school closing follows the Upper Freehold Regional School District Calendar. The school will remain open on days when Upper Freehold is scheduled for half days unless you are notified of a change. You will receive a list of scheduled school closings at the Orientation meeting.

#### 6. CLOSING FOR INCLEMENT WEATHER

Our school will be closed for inclement weather if the Upper Freehold Regional Schools are closed. **FM 101.5 Trenton** will carry the announcement beginning at approximately 6 a.m. (Our school will not be specifically announced). In the event Upper Freehold Regional School will experience a "delayed opening", our school will be CLOSED for the entire day. Listen to the following stations for Upper Freehold closings (not "Freehold"). When Upper Freehold has an early dismissal or delayed opening that is not weather related, we remain open.

#### 7. PARENT TEACHER CONFERENCES

Parent Teacher conferences will be scheduled at least twice each year. If a specific concern arises, simply schedule a convenient time to meet with the teacher.

#### 8. BUSINESS MEETINGS

There will be mandatory General meetings during the year. The first will be the Summer Orientation Meeting, followed by a Winter and a Spring meeting. At least one parent is required to attend at least two meetings so that you can receive mandatory DYFS training and have a voice in the planning of ACCP programs. Parent meetings will be scheduled during the year for social and educational purposes.

## 9. BOARD MEETINGS

The Board will meet with Classroom Chairs at least every other month. Let your Classroom Chair know of any ideas or concerns that you may have.

## 10. MATERNITY, SICK LEAVE AND HOSPITAL POLICIES

Maternity: Any mother who is pregnant and will deliver during the school year is entitled to a six (6) week leave of absence from "helping parent" responsibilities, only. The family must fulfill all other committee responsibilities and any fundraising projects.

## 11. FUNDRAISING

There will be several fundraising events during the year. Fundraising helps us keep tuition low while providing new equipment for your children and contributing to our community.

## 12. FAMILY MESSAGE

Since ours is a cooperative preschool, we hope the fathers and other family members will take an active interest in all the school's activities. You are encouraged to attend our business meetings, be a "helping parent", and bring a special talent to show the children, or assist in any fundraisers. We hope you will join the cooperative effort to educate your child. If you intend to act as a "helping parent" in the classroom, please adhere to the appropriate requirements. Call the school if you have any questions.

## **PHILOSOPHY OF CLASSROOM MANAGEMENT**

Learning is easier and more pleasant when one is told what to do, rather than what not to do. So, we try to stress positive, desirable behavior rather than to dwell on inappropriate behavior. We use positive language in dealing with rules and instructions. We praise desirable behavior and praise frequently because it builds self-esteem, realizing that each child is an individual and special in their own way.

When an enrolled student demonstrates disruptive or dangerous behavior, the staff shall approach the child on his/her own physical level. Conversing with the child to restore desirable behavior, the staff will assist the child in understanding the change required in behavior in order to return to his/her previous activity. When there is a dispute between two children, the staff will allow the children to settle the disagreement. Should the children be unable to return to their activities without intervention, they will be asked to sit in the "meeting chairs", two chairs facing each other. This will allow the children to discuss their feelings and solve the problem without adult interference. If appropriate, apologies must be voiced. Should the child be unable to curb his/her behavior, the staff will move the child away from that area to a quiet spot in the room or general area of activity. This usually promotes a more acceptable conduct. The staff will question the student's understanding of the behavior and an appropriate next course of action. For example: "What bothered your

friends in the kitchen?” “What could you say to them so that they will understand that you want to use the tea pot?”

Occasionally, a child becomes extremely upset, the child refuses to comply or the child’s behavior threatens the safety of others. That child may need to sit in order to gain control before the teacher can enable the child to re-join the class. The goal is to have the child solve his/her own problems and ensure a safe environment for all of the children.

## **ARRIVAL AND DISMISSAL**

Morning Classes: Please arrive with your child no earlier than 8:55 AM. Bring your child to the classroom and sign in, recording the time and your child’s name in the Attendance Book. Class starts promptly at 9:00 AM. Please be prompt at dismissal time. Each parent should arrive at 11:25 AM to sign out his/her child, recording the parent’s name and the time in the Attendance Book. Children are dismissed at 11:30 AM. Children can become upset when their parents are not prompt at arrival and dismissal time.

If you will be late, or someone else will picking up your child due to an emergency, please call the school, or write this information in the sign-in book. Please refer to the “SIGN OUT PROCEDURES” section of this Handbook for information in the event you must send someone not listed on your registration forms to pick up your child.

## **POLICY ON THE RELEASE OF CHILDREN**

1. Each child may be released **only** to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) on the registration form, to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
2. A child shall not be visited by or released to a non-custodial parent, unless specific written authorization is given to the teacher.
3. If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy on file.
4. In accordance with State Guidelines, we will use the following procedures when a parent or other person authorized by the parent fails to pick up, or is late picking up the child at the daily closing time:
  - a. A child who is not met at the classroom door will remain in the classroom with the teacher.
  - b. If a parent has not notified the school of their lateness and it is ten minutes past the daily closing time, the Head Teacher will then make every effort to contact first, the parents; and then any other persons authorized to pick up the child; if the parents cannot be reached.

- c. If the parent is late in picking up the child, a second time, it will be the option of the school to charge the parents a late fee at the rate of \$20.00 / hour, pro-rated. This fee must be paid before the child may return to school.
  - d. If the custodial parents or other persons authorized by the custodial parents fail to pick up the child one hour or more after class ends, the Head Teacher is required by the State of New Jersey to call the Hotline of the Division of Youth and Family Services at 1-800-792-8610 to seek assistance in caring for the child until the custodial parents or other authorized persons are available to care for the child.
5. In accordance with State Guidelines, we will use the following procedure if a parent or other authorized person arrives to pick up the child and appears to be physically and/or emotionally impaired to the extent that, in the judgement of the staff member, the child would be placed at risk of harm if released to such an individual:
- a. The child may not be released to such an impaired individual.
  - b. The teacher will make every effort to contact the child's other parent, or another authorized person to pick up the child.
  - c. If the teacher has been unable to make other arrangements for the child to be picked up as noted above (5.b.), a call will be made to the Hotline of the Division of Youth and Family Services at 1-800-792-8610 to seek assistance in caring for the child.

## **FIRE DRILLS**

Fire Drills will be conducted on a monthly basis. The teacher will direct the fire drills, however, as her assistant; you should be familiar with the procedure. Look over the building and know the exits and the locations of the fire extinguishers.

## **EMERGENCY GUIDELINES**

1. Get everyone out!!
2. Take the nearest exit which can be used and evacuate all people from the building. **DO NOT DELAY THIS BY INVESTIGATING THE CAUSE OF THE FIRE. Also, DO NOT STOP TO FIGHT THE FIRE, TO GATHER BELONGINGS OR PUT ON JACKETS.** Take a head count once outside to assure that everyone is out.
3. Your usual way out may be blocked off, so plan emergency escape routes to alternate exits.
4. Fire can strike terror in young children. Be sure that they know what to do by keeping calm and in control. The best way to prepare for this is to practice during fire drills.
  - a. Feel the door.... is it hot?? If it is hot, leave it closed. A hot door means that the fire is already

- blocking your way.
- b. Open the cold door cautiously and be prepared to slam it shut if you feel heat rushing in.
- c. If caught in smoke, keep low so as to avoid the worst smoke. Take short breaths through your nose until you reach safety.
- d. Smoke can be blinding. Feel your way along the wall until you find the door.
- e. Know the floor plan of the building, noting doors that should be closed and places where small children may tend to hide.
- f. Lead the children to the “Gathering places” –
  1. sitting on the sidewalk of the office porch during drills or The Blue Spruce, in case of a true emergency, when exiting the main, double doors and
  2. the neighbors’ fence when exiting through the kitchen We will use different routes during fire drills. During a drill, close all doors and windows and turn off the lights.
- g. In case of a true emergency: **DO NOT RE-ENTER THE BUILDING !!!!**
- h. Call the Fire Department 911 from a neighboring house.

5. Should you ever need to use a fire extinguisher, remember... **P A S S**

**P** - Pull out the safety pin

**A** - Aim the nozzle

**S** - Squeeze the trigger

**S** - Sweep: use a sweeping motion and spray the base of the fire.

Use the fire extinguishers only after all children are out of danger and you are **CERTAIN** that you are in no danger.

## IN CASE OF INJURY

The emergency records for all children are located on top of the cubbies in Room 1 (Mrs. Bruins’) in a white notebook with a red cross on it. The teacher will handle any emergency situation. However, if your assistance is required, the following procedures represent school policy:

1. In an emergency, contact the parent by telephone. If the parent is not available, contact the emergency numbers noted on the child’s enrollment application in the white notebook; some are listed on the wall by the phone. **APPLY ONLY ICE AND BANDAGES. DO NOT ADMINISTER ANY MEDICATIONS, ORAL OR TOPICAL!!!!** If the parents have given previous written permission to the Head Teacher to administer medication, the Head Teacher shall. Get the blanket and pillow from the gray tall cabinet in Room. Keep the child comfortable, calm and quiet. Stay with the child. **DO NOT MOVE** a child who has fallen, not even to put the head on a pillow. Elevate any bleeding limb and apply pressure to the wound.
2. **In case of serious injury, contact the rescue squad: 911.** The doctor's medical form must accompany the child with the Rescue Squad, to the hospital. The Head Teacher shall accompany the child to the hospital, while you, the helping parent, contact the parent or emergency numbers. Keep in mind that the other children might be frightened or worried about the injured child, reassure them.

## IN CASE OF EMERGENCY

Emergency supplies and food are located in the Hall in the gray tub. We have enough for 3 days in case of a local emergency. A staff member will stay with your child. Staff members are trained in CPR and First Aid.

## **GUIDES TO SPEECH AND ACTION IN THE PRESCHOOL**

The teacher relies on her helping parents as an integral part of the school. Please consider the following :

1. Suggest in a positive rather than a negative way. For example; " Drive your train around the chair" is a positive statement; compared to " Don't bump into the chair."
2. Give the child a choice only when you intend to leave the choice to him/her. For example; say "It's time to go now", instead of saying, "Would you like to go now?".
3. Your voice is a teaching tool. Use words and a tone of voice which will help the child feel confident and self-assured. For example, the most effective speech is simple, direct and slow. Decreasing speed is more effective than raising pitch.
4. Avoid trying to change behavior by methods, which may lead to loss of self-respect such as shaming a child or labeling his/her behavior as "naughty" or "selfish". We never call children "bad".
5. The effectiveness of a suggestion may depend largely on timing. For example, advice given too soon deprives the child of the chance to work out things for himself. A suggestion made too late may have lost any chance of being successful. "A new activity before the group grows tired or discouraged" is an example of effective guidance.
6. Avoid motivating a child by making comparisons between one child and another or by encouraging competition. For example: children should not feel that their only chance for getting attention depends on being "first", "best", or by "beating" someone else.

## **GUIDES TO ACTION**

1. Avoid making models of any art form for the child to copy. The child will be less likely to be creative and more likely to be limited to trying to copy you. For example: During a creative art project do not ask "What is it?" but rather "Would you like to tell me about it?".
2. Give the child minimum help in order that he/she may have the maximum chance to grow in independence. Give the child time to work out a problem, rather than stepping in and solving it for him/her.
3. Make your suggestions effective by reinforcing them when necessary. Sometimes a verbal suggestion, "It's time to go now", may need to be reinforced by another suggestion such as "I'll help you clean up the blocks" if the child is reluctant to leave play.
4. Learn to foresee and prevent a problem. Watch the children's body language to predict disagreements and conflict.
5. When limits are necessary, they should be clearly defined and consistently maintained.
6. The health and safety of the children are the primary concerns. Be alert to things which affect the health (a toy put into a child's mouth,) and safety (unsteady ladders, sharp or loose toy parts) of our students.

## **DISCIPLINE POLICY**

Students at ACCP are to be treated as unique individuals with unique abilities and inabilities. Staff will assess each student's level of achievement in developmentally appropriate areas – emotional, academic, physical, and social. Consideration of each student's capabilities will be taken within the framework of Class Expectations of acceptable behavior and interactions.

Students will be involved with the formation of Class Rules of Safety and Behavior. When infractions occur, the staff will allow the students to change the undesired behavior without intervention, unless the safety of that student or another student is involved. In that case, an adult shall intervene to ensure the safety of all in the class and then allow the student to modify his/her actions.

The first course of intervention is visual (a look from an adult to suggest a change of action or language).

The second course of intervention is a verbal reminder or question to the student of a more appropriate action.

In the case of continued infraction, the staff will request the students involved to gather the "meeting chairs" – two chairs facing each other, far enough apart that the students can not touch each other. The students will sit either: until they have discussed the problem enough to settle it and return to the activity or for 2 minutes at which time a staff member will intervene with questions such as "what made Sam angry" or

“can you apologize to Jill for taking the ball?” Then the students may put the Meeting chairs away and return to the activity. Should this not result in the desired effect, the student who has caused the problem will be asked to sit next to a staff member for not more than 5 minutes. If the desired behavior is not achieved, the staff member will discuss the problem with the student and work with the student to achieve the desired behavior. For example, if the student refused to pick up the truck when requested, the staff member will lead the student to the truck and pick it up with the student’s hand. If the student refused to apologize to another student, the student shall be lead to the student and asked to shake an apology if he/she refuses to verbalize it.

Refusal by a student to comply with a staff request that involves safety may result in that student missing an activity to remain with another staff member. For instance, if a student refuses to put on his coat, after encouragement and a warning, the student shall remain with a staff member in class if another adult is present, or in the office with the secretary and the staff member if no other adult is present in the school, until compliance occurs or the activity changes.

The goal of all discipline at ACCP is to enable every student to enjoy a safe and nurturing environment, solving his or her own problems with intervention from a calm, loving adult in a firm, consistent manner when necessary.

## **EXPULSION**

Refer to page 4 of the Handbook Enrollment Policies and Article IV Sections 2 and 3 of the Bylaws for Expulsion Policies.

## **TOILET TRAINING POLICY**

Children do not have to be toilet training prior to admission to school. Extra clothes from home are kept in Classroom 1.

Please refer to the ACCP Bylaws for more information on the structure of ACCP.

## **OTHER CHILDREN**

The helping parent's attention is needed in the classroom. For this reason, and insurance reasons, siblings may not be brought to school on your helping day. Many parents have shared babysitting with other coop parents, ask your teacher or Class Chairperson. Siblings are welcome on many field trips. You will be notified when siblings are not welcome to join the school on a field trip.

## **BIRTHDAYS**

Each child may celebrate his/her birthday at school by bringing a special snack. Cupcakes or cakes are permitted on birthdays. **Candles are not.** Whenever possible, parents will be scheduled to help the day their child will be celebrating his/her birthday. Summer birthdays will be celebrated at the end of the school year.

## **FIELD TRIPS**

Parents will be required to chaperone the trips and to provide transportation for their children, or find a parent who is willing to be responsible for their child. Before each field trip, you must sign a permission slip in order for your child to attend the trip. No classes will be held on the day of the field trip, unless otherwise notified.

## **LOCAL WALKS**

As part of your registration form, a permission slip was provided, giving the teacher permission to take your child on walks through Allentown and to the Library. It is therefore important to make sure that your child is dressed appropriately. In most cases, local walks will be on the calendar.

## **INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10: 122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement: 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) by incorporating the required information in it's own handbooks, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're at the center.

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

Our center must have on the premises a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, just ask a staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, too.

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

Our center must have a policy about dispensing medicine and the management of communicable diseases. Guidelines are included in this Handbook. Please talk to us about these policies so we can work together to keep our children healthy. Health issues will be kept confidential.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint an investigation Summary Report must be filed. It along with all letters of enforcement and all other actions taken against the center during the current licensing period must be kept on file and available to parents. Let us know if you wish to review them and we will make them available for your review.

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

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

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

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of

the center should discuss their interest with the center director, who can advise them of what opportunities are available.

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

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by **any** adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.