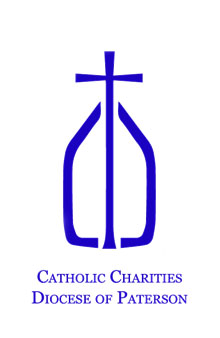


**Family Handbook**

**A World of Colors ~ A Child’s World ~ Friendship Corner 2**

**La Vida Too**



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**The information below is in effect until further notice in order to help stop the spread of SARS-CoV-2 (COVID-19). Any policies or procedures within the handbook that are written in red are temporarily suspended in order to limit transmission of the virus.**

# 1. COVID-19 Notification

The protocols and procedures outlined herein are directly derived from guidance documents produced by the federal Centers for Disease Control and Prevention (CDC) and mandates by the Office of Licensing andthe New Jersey Department of Early Childhood.

These protocols and procedures are designed to have arrival, dismissal and daily routines run effectively**,** efficiently**,** and safely. This goal cannot be met without your cooperation. Please read the following carefully, as you are expected to fully understand and cooperate with the protocols and procedures that have been put in place for the safety of your child and the staff of Catholic Charities Early Learning Programs.

In order to follow the state’s guidelines, please keep in mind that **all children must be screened prior to being admitted to the center each day**. Children with a fever in excess of 100.4 degrees Fahrenheit or exhibiting other symptoms of COVID-19 shall not be allowed to enter the facility, nor will children that have had exposure to persons known to have COVID-19 during the preceding 14 days. Please note that centers are required to immediately notify their county department of health and the DCF Office of Licensing of any known or suspected COVID-19 exposure in the program facility. All entering the facility need to follow the outlined protocols and procedures:

# Admittance & Screening

* To ensure social distancing, and the safety of students, parents and staff, a specific arrival schedule will be followed
* Parents will be notified of their child’s scheduled arrival/screening time prior to their child’s first day of school
* Arrival and screening schedule times will be strongly enforced
* Parents and visitors will not be allowed to enter the building without the School Director’s permission
* All staff entering the center will be required to wear a mask
* Markers will be placed around the building for social distancing
* Parents will be prompted to move to each class’s screening station to have the child’s temperature taken and recorded
* Parents will be asked to confirm that the child does not have shortness of breath, or a cough, or other symptoms
* A staff member will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue or extreme fussiness
* If the child hasa fever, symptoms of COVID-19, or has had exposure to persons known to have COVID-19 during the preceding 14 days the parent will be asked to take the child home
* If the child does **not have** a fever, symptoms of COVID-19 or had exposure to persons known to have COVID-19 during the preceding 14 days the child will be signed in by school staff
* All children that are cleared to stay will be received at the designated location by his/her teacher or a staff member

# Dismissal Procedures

* To ensure social distancing, and the safety of students, parents and staff, a specific dismissal schedule will be followed
* Scheduled dismissal times will be strongly enforced
* In the event that a child will need to be picked up early, please notify the office as soon as possible, and prior to arriving
* Parents/Guardians should ring the buzzer to announce themselves as well as the child they are picking up. Be sure to have identification available for review
* Child(ren) will be brought the door with their belongings
* Parents/Guardians should adhere to social distancing markers on the ground
* The child will be signed out by school staff
* Parents, when possible, will have the opportunity to see the child’s teacher

# Group Size & Social Distancing

* Class size will be limited to groups of 15 children and social distancing will be maintained between each group
* Each group will remain with the two designated teachers
* Combining or mixing groups shall not be permitted
* Play time at centers will be staggered on a rotating schedule
* Social distancing shall be maintained during nap time

# Personal Items/Sanitizing

* Each child will have their own cubby for personal items and school items
* Children are not permitted to bring toys or book bags from home into the center
* Students will thoroughly wash their hands throughout the day
* Breakfast, snack and lunch will take place in the classrooms
* Students will receive individual plates, family style eating will not be practiced

# Masks

* Children shall be encouraged to wear cloth face coverings within the center
* Coverings will NEVER be placed on a child during nap
* The school will not supply cloth masks, that is the responsibility of the parent
* Parents must provide multiple masks so that they may be changed if needed
* If a mask has been compromised (taken off, fallen, or otherwise soiled) the compromised mask will be placed with items that are to go home

# Visitors

* Visitors shall not be permitted into the center during operating hours with the exception of first responders, law enforcement, Board of Education staff, or Department of Children and Families personnel. Parents will be permitted to enter with the approval of the School Director
* All other visitors shall be required to visit the facility after operating hours
* All individuals entering the center will be required to wear a mask and complete the health screening process
* All visitors will be required to sign the visitors log

# When Illustrating Symptoms of COVID-19

* The child will immediately be separated from their group. The child will be supervised in a quarantined area until picked up by their parent or legal guardian.
* If symptoms worsen prior to being picked up the center will call a health care provider for further guidance

# Returning to School After a COVID-19 Diagnosis

* If a child has contracted COVID-19 and is showing symptoms he/she cannot return to the center until criteria for lifting transmission-based precautions and home isolation have been met:
* At least 10 days have passed since their symptoms first appeared.
* He or she has had three full days without symptoms for at least 72 hours **without the use of medicine that reduces fever or discomfort.**
* The individual’s other symptoms have improved (for example, symptoms of cough or shortness of breath have improved).
* Individuals who have NO symptoms and have tested positive should stay home and away from others until:
* At least 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.
* Individuals who have symptoms and have tested negative should stay home and away from others until:
* 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.
* Individuals who are identified as close contacts (someone who has beenwithin six feet of an infected person for at least a period of 10 minutes)should:
* Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.

# Communication

* A requirement of your child’s enrollment in one of our agency’s Early Learning Programs is our ability to contact you in the event of an emergency; or, for a program related issue
* Should your phone number, or email address change, please notify your program Family Worker, teachers, or the office staff, once any change has occurred
* **Your cooperation is needed, and is greatly appreciated.**

# 2. Introduction

We are honored that you have decided to join our school and we look forward to working with you to ensure that you and your child have an exceptional educational experience. This Family Handbook is designed to inform you of school policies and procedures so that you can be an active, contributing member of our school community. Our school follows the licensing requirements outlined by the state of New Jersey under the provisions of the *Manual of Requirements for Child Care Centers* (New Jersey Administrative Code 10:122.) This document is available for your review upon request. While fully complying with the *Manual of Requirements for Child Care Centers*, our school policies and procedures are also guided by the *National Association for the Education of Young Children, The Creative Curriculum, the Paterson Public Schools’ Department of Early Childhood Education*, and the policies of our agency *Catholic Charities in the Diocese of Paterson*.

# 3. Catholic Charities

## Mission Statement

The mission of Catholic Charities of the Roman Catholic Diocese of Paterson and its agencies is to provide service to people in need, to advocate for justice in social structures, and to call the entire church and other people of good will to do the same.

## Values

1. Human Dignity: All human life is sacred from conception to natural death. Made in the image and likeness of God, all women and men are created with unique dignity since they “stand above all things, and [their] rights and duties are universal and inviolable.” Each person is a social being by nature and his/her full potential is developed in relationship with others. “All of social life is an expression of its unmistakable protagonist: the human person,” who, “far from being the object or passive element of social life is rather, and must always remain, its subject, foundation and goal.”

“This social order requires constant improvement. It must be founded on truth, built on justice and animated by love; in freedom it should grow every day toward a more humane balance.”

Human dignity and the social nature of the human person are the foundation and inspiration for a moral vision of society.

2. Justice: responding to the call of faith, we strive to build a just moral order and “right relationships” within our own lives and organizations, the communities in which we work and the whole of God’s creation. We accompany, serve and plead the cause of those made poor and pushed to the margins, helping them to transform the societies in which they live and the structures that keep them poor.

“Society ensures social justice when it provides the conditions that allow associations or individuals to obtain what is their due, according to their nature and their vocation. Social justice is linked to the common good and the exercise of authority.”

3. The common good: the enjoyment of human dignity and the ability to grow in community are affected by the way we organize our society: socially, religiously, culturally, economically, ecologically, legally and politically. We work within the universal communion of the Catholic Church. With other religious traditions, governments, wider civil society and all in authority, we labor to protect human dignity, fulfill individual and social rights and responsibilities, and promote the common good.

“A society that wishes and intends to remain at the service of the human being at every level is a society that has the common good – the good of all people and of the whole person – as its primary goal. The human person cannot find fulfilment in the self, that is, apart from the fact that the person exists ‘with’ others and ‘for’ others.” The common good is always oriented towards the progress of persons: "The order of things must be subordinate to the order of persons, and not the other way around."

4. Integral Human Development: we view development as based on a holistic understanding of the human person, within the context and experience of the family and the wider community, embracing spiritual, psychological, emotional, physical, material and economic elements. Wherever we work we strive for the development of the whole person, the whole family and the whole community. We also strive to transform unjust social systems. In our work we ensure strong and consistent links between the relief, rehabilitation and developmental components.

“To be authentic, [development] must be well rounded; it must foster the development of each person and of the whole person... people are truly human only if they are the master of their own actions and the judge of their worth, only if they are the architect of their own progress. They must act according to God-given nature, freely accepting its potentials and its claims upon them.”

5. Compassion: united in one human family we are profoundly moved by the suffering of others and have a moral duty to recognize the humanitarian imperative to respond. This duty is essential both to our identity as a Catholic organization and to our membership of the human family. Thus, as members of the international community, we recognize our obligation to provide humanitarian assistance and the duty of others to ensure unimpeded access for us to do so.

“The Christian’s program – the program of the Good Samaritan, the program of Jesus – is a ‘heart that sees.’ This heart sees where love is needed and acts accordingly.” As Jesus told us: "In truth I tell you, in so far as you did this to one of the least of these brothers or sisters of mine, you did it to me."

6. Preferential Option for and with the Poor and Oppressed: in accordance with the Gospel of Jesus, we choose to accompany those who are poor, marginalized or oppressed. We are committed to combating the dehumanizing poverty and life threatening policies that rob people of their dignity and humanity. We are guided by Scripture to work for the freedom of the oppressed and an equitable sharing of the gifts of the earth and to help the marginalized be responsible for their own development. We take up as our own the cause of people who are poor, putting ourselves alongside them. To this degree we will stand with them in their need and confront the injustice they face. “This rather is the fasting that I wish: releasing those bound unjustly, untying the thongs of the yoke; setting free the oppressed, breaking every yoke; sharing your bread with the hungry, sheltering the oppressed and the homeless; clothing the naked when you see them, and not turning your back on your own.”

“The fight against poverty finds a strong motivation in the option or preferential love of the Church for the poor.” “Let us look at the poor ‘not as a problem, but as people who can become the principle builders of a new and more human future for everyone.’”

7. Respect: we respect religious traditions, culture, structures and customs in so far as they enhance and uphold the dignity of the human person. “A just society can become a reality only when it is based on the respect of the transcendent dignity of the human person.”

8. Solidarity: we work in solidarity with individuals, families and communities who are poor and marginal, thereby achieving the fruits of peace, justice and human development. Solidarity binds us together in the common vision of establishing a world where all human beings receive what belongs rightly to them as sons and daughters of God.

“Solidarity highlights in a particular way the intrinsic social nature of the human person, the equality of all in dignity and rights and the common path of individuals and peoples towards an ever more committed unity.”

## Vision

As Catholic Charities, we labor in the streets inviting and serving those who have been left out to know and experience the tremendous and abundant love of God through Jesus Christ. We commit ourselves to break down walls of division that keep sisters and brothers separated from one another, excluded, or rendered disposable by our society. With joy, we resolve to build bridges of hope, mercy and justice toward the creation of a culture of communal care responsive to the cries of those who are poor.

# 4. School Mission

The mission of the Catholic Charities Early Learning Program is to ensure high student outcomes through positive approaches to learning.

# 5. School Vision

The vision of Catholic Charities Early Learning Program is to promote a culture of learning with high expectations; one that fosters a results oriented educational environment among our diverse student, family and staff populations.

# 6. School Philosophy

Our school believes in providing children with a high-quality educational program that encourages social, emotional, intellectual, and physical development. We understand that young children learn best when engaged in hands-on learning experiences that require thinking, speaking, and experimentation to discover how the world in which we live works. We also realize that children enter school with different capabilities, experiences, understandings, and learning styles. For this reason, our teaching staff differentiates instruction while implementing a developmentally appropriate curriculum that is designed to meet the needs of individual students. We hold high expectations for all of our students and seek to help them become self-motivated learners who make positive contributions to the richly diverse world in which we live. As part of the educational process, it is our desire to work closely with members of the community and the families of our students to create a dynamic learning environment that fosters successful school experiences for every child.

# 7. Goals & Objectives

**Goals and Outcomes for Children**

Our program objectives provide experiences for the whole child through instructional and support services. These include:

* To develop socially, emotionally, physically and cognitively. The children will be provided with a solid foundation as lifelong learners.
* To develop conflict resolution skills. The children will form positive coping mechanisms that will allow them to explore peer/adult interactions in a safe and caring environment.
* To develop problem solving skills. The children will learn by doing. The teacher will model and build instruction so that children can learn to the best of their abilities.
* To build classroom community. The teacher will incorporate the child’s individual needs/interests into lesson planning and classroom instruction.
* To foster the child’s academic and social/emotional development. The teachers will use a variety of assessment measures from the District mandated curriculum and assessment program.
* To strengthen the Home and School Connection. Parents will be encouraged to become partners in their child’s learning and development.

**Goals and Outcomes for Parents and Families**

Understanding the importance of the home and school connection and how it affects the whole child’s learning and educational experience, our program strives to involve parents and families in a variety of ways:

* Parents will be provided with numerous opportunities to participate in their child’s daily school experience.
* Parents and family members will be invited to attend regularly scheduled meetings and receive progress/planning reports so that they are kept aware of their child’s progress.
* Parents will be involved in advocacy and information/support meetings so that they have knowledge of available support services and are able to access community resources as needed.

# 8. Admission Policy

In accordance to Paterson School District, Department of Early Childhood eligibility requirements preschool services are provided to all Paterson residents who turn three or four before October 31st. Admission into the program is dependent on providing all mandatory registration documentation and is on a first come first served basis. “This institution is an equal opportunity provider.”

# 9. Department of Children & Families Office of Licensing Information to Parents

Under the 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 the parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse / neglect reporting requirements and other childcare matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children and Families (DCF.) In keeping with this requirement, the center must secure every parent’s signature attesting to his / her receipt of the information.

\* \* \* \* \* \* \* \* \* \* \* \*

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may obtain the Manual of Requirements by sending a check or money order for $5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. A PDF file is available online through a web browser search of Manual of Requirements for Child Care Centers-State of New Jersey.

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

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

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

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

Parents are entitled to review the center’s copy of the Office of Licensing’s Inspection / Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office’s Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director.

(\* Temporarily Suspended due to COVID-19) Parents of enrolled children may visit our center at any time without having to obtain prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

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

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children’s products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.cpsc.gov/Recalls](about:blank). Internet access may be available at the Paterson library. For more information call the DLPS, DCA, toll free at 1 (800) 242-5846. A copy of the list is available for review from the Director of the center.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [http://www.nj.gov/dcf/](about:blank) and select Publications.

# 10. Rights & Responsibilities

It is our policy to inform you, the parent/guardian of a child(ren) enrolled in this school, of your rights. You have the right:

* To be provided with services without regard to religion, race, ethnicity, sexual orientation, or socioeconomic background
* All the information that is stated in the Department of Children and Families Office of Licensing Information to Parents Memo
* To be assured of the right to privacy and the confidential treatment of your child’s records and disclosures except in child abuse or life-threatening situations. The laws require that these situations be reported to the appropriate authorities. Life-threatening situation is one in which there is intent to harm oneself or others
* To be treated with consideration, respect, and full recognition of your dignity at all times
* To be afforded the opportunity to participate in your child’s education and school activities
* To be informed of our hours of operation and our yearly school calendar
* To voice any grievance

As the parent/guardian of a child(ren) enrolled in this school you have the following responsibilities:

* To treat all staff with consideration and respect
* To respect the privacy of others and their children
* To know that all appointments are commitments and that you are expected to be on time. If you cannot keep an appointment you must notify the school
* To follow all of the program’s rules, regulations, policies and procedures (listed in this handbook and explained to you at orientation)
* To provide all necessary information and documentation that is needed for your child to be enrolled in the school
* To be an active participant in your child’s school and in their education
* To attend monthly parent meetings

# 11. Family & Staff Collaboration

It is our program’s policy to actively encourage family involvement in the educational experiences provided by the school. So that your child may fully experience all the educational opportunities offered by the program a strong home and school connection is essential. Families will have the opportunity to provide input into program services and curriculum development. We hold high expectations for student learning and our staff fully understands the importance of collaborating with families to achieve shared goals. As such, there will be multiple opportunities throughout the school year for you to take part in your child’s educational experiences both at home and in school. These opportunities include, but are not limited to (\*Items in red temporarily suspended due to COVID-19):

* “Open Door” – Parents of enrolled children may visit our center at any time. To ensure the safety of our children and staff upon entering the building you will need to sign in. Before proceeding to your child’s class, you will need to come to the office so that all persons in the building are accounted for.
* Scheduled Visit – talk with your child’s teachers about opportunities to participate in classroom activities or to schedule a facility tour.
* Attend field trips
* Family-Teacher Conferences
* Weekly discussions about your child’s development
* Take-home learning activities
* Family Worker home visits – these visits are required by the Department of Early Childhood Education of the Paterson Board of Education
* Volunteer – speak with your child’s Classroom Teacher or the Director about different volunteer opportunities that are tailored toward your interest/skills and the programs needs

\*Participation in all aspects of the program, including volunteer opportunities, is strongly encouraged. Extensive research shows that student achievement increases when teachers and families work together. For further opportunities to participate in your child’s educational experience, please contact the Program Director or Classroom Teacher.

**The Family Worker Role**

Upon registration, all families are informed of the program’s family support component and requirements. Once your child is enrolled in the program your family will be assigned a Family Worker.

For information regarding social service support to ensure family stability, please see the Family Workers. Family support is provided, but not limited to, the following:

* On-site workshops and training programs (\* Temporarily Suspended)
* Information concerning workshops and seminars provided in the local community
* Information and referrals for support services whenever appropriate
* Referrals for healthcare and prevention services
* Referrals for counseling

Please note, all referrals for support services will be provided with the utmost confidentiality and with respect to the rights and needs of the individual who is requesting such services.

# 12. Family Services

As a program under Catholic Charities, we are able to provide referrals for services available through our sponsoring agency. These services include but are not limited to:

1. Food Pantry
2. Clothing Boutique
3. Veteran Services
4. Teenage After School Program
5. Early Intervention Services
6. Special Needs Services
7. Immigrant Legal Services
8. Senior Outreach & Care Services
9. Behavioral Health Services
10. Emergency Assistance Program
11. Disaster Response Program
12. Addiction Services
13. Housing Services

In addition to these services, a list of resources regarding health, safety, legal aid, family support, social services, recreation, workshops, trainings, and educational services is maintained. This information is readily available in the family workers’ office. Please speak with us if you would like any additional information or if there are other ways we can assist you.

# 13. Family/School Communication

A strong home and school connection that encourages family involvement is vital to your child’s successful early educational experience. Our program is committed to strengthening this bond. To help ensure that you are fully aware of all the developments in the educational life of your child and our school community, classroom teachers will keep in touch with you through informal conversations, telephone, email, and formal conferences throughout the school year. We encourage you to contact us with any information, ideas, or concerns you may have about your child or the school. If at any time you are dissatisfied with the level of communication, please see your child’s Teacher or contact the Program Director.

# 14. Policy On the Use of Social Media

When communicating via the Internet it is the policy of the Catholic Charities (CC) Early Learning Programs (ELPs) to safeguard our students and maintain the privacy and security of the families of enrolled children, as well as that of staff members and volunteers. As such, the following procedures are to be adhered to:

1. Understanding that for the purpose of this policy, "online social media sites" refers to any website or forum that allows for communication on the Internet including, but not limited to sites specifically used by the CC Early Learning Programs.
2. The CC Early Learning Programs may use the following sites:

- Catholic Charities website (**ccpaterson.org**)

- Facebook

- Twitter

- Instagram

- Google Classroom

1. Posting of photographs or videos of children, other than your own, is prohibited, including, but not limited to photographs or videos of children obtained through hand held devices, or any other electronic device or transmission.
2. Posting of photographs, videos, or the live streaming of children taken by staff at CC ELPs to any online social media or other Internet site is strictly prohibited.
3. CC Early Learning Program Directors may post pictures or videos of student(s) to the online sites used by the ELPs with written permission from the parent/legal guardian of the student(s) for each specific photograph or video. Signed permission forms will be kept in the child's individual file.
4. Tagging, sharing, re-posting, or live streaming any posts of the CC ELPs by staff and/or the family members of enrolled students is strictly prohibited.
5. CC ELPs may post general information and updates to the online social media sites noted above.
6. CC ELP staff will maintain professional boundaries with the families of enrolled students and all online social media site communication shall be limited to the specific CC Early Learning Program sites.
7. CC ELP staff are prohibited from using social media sites while supervising children.
8. Posting of confidential or sensitive information regarding CC programs, employees (including former staff members), volunteers (including former volunteers), and students/families (including those formerly enrolled) is strictly prohibited.
9. Posts that may reveal the CC ELP's current off-site location are prohibited (**EXCEPT BY THE DIRECTOR IN THE EVENT OF AN EMERGENCY EVACUATION**).
10. Posts to any Internet site by staff or family of enrolled students that includes vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals, groups, and/or any CC program are strictly prohibited.
11. Any breach of the CC Early Learning Programs' Policy on the Use of Social Media must be promptly reported to the Director.

# 15. Staff/Child Ratios

While New Jersey state law calls for a ratio of 10:1 (children: teacher) for three-years-old and 12:1 for four-years-old, our ratios are slightly smaller. The School District requires each classroom of 15 children to have two adults (one teacher and one teaching assistant) present at all times. Lower class enrollment and qualified instructional staff creates an optimal learning environment in which all students are able to succeed. Additionally, there are times when a second teacher assistant may be present in the classroom to provide the lead teacher with an opportunity for one-on-one instruction with your child.

# 16. Supervision of Children

It is the responsibility of members of the teaching staff to be aware of where children are at all times. The National Association for the Education of Young Children permits staff members to supervise preschool age children by sound only for three to five minutes (for example, when using the toilet or napping.) However, our teaching staff is encouraged to maintain line-of-sight supervision of all students at all times throughout the day.

# 17. Credentials for Classroom Teachers & School Staff Members

Knowing that teacher qualifications significantly impact the quality of education provided to young children and their readiness for elementary school, all teachers employed in the program have a minimum of a bachelor’s degree and are certified by the State of New Jersey to teach preschool through third grade. Additionally, all teacher assistants either currently hold a minimum of a Child Development Associate (CDA) credential, are working toward receiving that credential from the Council for Professional Recognition, or hold a substitute teacher certification. As a state licensed program, the Director must meet all licensing requirements for Director and Head Teacher qualifications. All staff members are required to read and implement the National Association for the Education of Young Children’s *Code of Ethical Conduct*. This document is available for your review upon request. Please note, at times there may be a volunteer working in your child’s classroom as part of their fieldwork for a CDA or P-3 Teaching Certificate.

# 18. Staff Background Checks

To ensure the safety of every child and adult, all prospective staff members and volunteers are required to have a comprehensive background check as mandated by the State of New Jersey, Department of Children and Families, and Catholic Charities.

Prior to employment and periodically throughout their status as an employee, staff members consent to the Child Abuse Record Information (CARI) background check conducted the Office of Licensing and a Criminal History Record Information (CHRI) fingerprint check from the Department of Human Services Central Fingerprint Unit, Division of State Police and the Federal Bureau of Investigation. Any prospective staff member found to have a substantiated incident of child abuse and/or neglect or a record of conviction is prohibited from employment. During their status as an employee should any staff member have a substantiated incident of child abuse and/or neglect or a record of conviction shall have their employment terminated immediately. In keeping with the confidentiality provisions of the State Child Abuse and Neglect Law, the sponsor and all staff members shall keep all completed CARI consent forms and related correspondence confidential.

# 19. Suspicion of Child Abuse & Neglect

Our agency is committed to safeguarding children under all circumstances. In accordance with the Manual of Requirements for Child Care Centers-State of New Jersey, licensing regulations, all staff receives mandatory training in recognizing and reporting child abuse or neglect. Pursuant to New Jersey’s Child Abuse and Neglect Law, it is mandatory for staff members to immediately notify the Division’s Office of Child Abuse Control if there is reasonable cause to believe that a child has been subjected to abuse and/or neglect by a staff member or any other adult, including the child’s parent, family member, or caretaker. Additionally, parents will immediately be made aware of any unusual incident that occurs at school that may be an indication of possible abuse and/or neglect of the child. The school will maintain on a file a record of any such incidents and documentation indicating that parents have been informed of them. In keeping with Catholic Charities Diocese of Paterson policy, all incidents will be reported to the Executive Director.

# 20. Curriculum

The preschool curriculum supports our mission and philosophy of providing high quality educational experiences that foster growth in all areas of learning through close work with families and the community. Our curriculum model, named *The Creative Curriculum*, is based on developmental theory and the latest research in early childhood education. Its goals and objectives are aligned with assessment of child progress. Five fundamental principles guide the curriculum and the operation of our school:

1. Successful learning is based on a foundation of positive interactions with adults
2. Social-emotional competence is a significant factor in school success
3. Constructive, purposeful play supports essential learning
4. The physical environment effects the type and quality of learning interactions
5. Teacher-family partnerships promote development and learning

With these five principles guiding our decision-making process, we are confident that you and your child will encounter exceptional learning experiences of the highest quality throughout the school year. If you have any questions or would like more information regarding *The Creative Curriculum*, please speak with your child’s Classroom Teacher or the Program Director.

# 21. Calendar

You will receive a school closing calendar at the start of the school year. Please note that our school follows the Paterson Board of Education School Year Calendar for closure and Early Dismissal Days and that this information can be found on the school district’s website – [http://www.paterson.k12.nj.us/](about:blank) – under the “District Information” tab. The center is closed for all students on the dates listed.

# 22. Attendance Policy

Getting your child to school on-time, every day is something that you can do to ensure your child has a chance to succeed in school. You can promote good attendance when you:

* Establish and stick to the basic routines (going to bed early, waking up on time, etc.) that will help your child develop the habit of on-time attendance.
* Talk to your child about why going to school every day is critical and important unless they are sick.
* Decide who will be able to bring or pick up your child to/from school on days when you cannot.

The Paterson Public School District, in collaboration with all State Mandated Preschool Centers, has created the following Attendance Policy:

* Every day that a student is absent someone (designated by the Center Director) will call the home. A log will be maintained by the designee.
* After 3 consecutive days the teacher contacts the school nurse and the family worker. The school nurse or family worker contacts the parent. The information is documented.
* When a student has accumulated 5 absences, a copy of the attendance policy will be reissued to the parent.
* At 10 days of unexcused absences a home visit will be conducted and documented. A letter from the school will be given outlining the attendance policy. A mandatory meeting will be scheduled at the school with the Director and family worker.
* At 15 days of unexcused absence there will be another mandatory parent meeting at the school to discuss the excessive absences and possible removal from the program.
* After 20 days of unexcused absences and all required documentation, the preschool child may be withdrawn from the program.
* Any other absenteeism issues should be directed to the Department of Early Childhood Supervisor or Director.

# 23. Arrival & Departure Procedures

# Please refer to the arrival and departure procedures outlined in the COVID-19 Notification and additional information provided separately by the School Director.

# All students are expected to arrive at school prior to the start of the district instructional day and remain for the duration of the school day. It is mandatory that the parent/guardian sign the child in on the Parent-Sign-In Sheet upon arrival. It is also mandatory that the parent/guardian sign the child out when picking him/her up from school. Additional information on the Arrival & Departure Procedures is provided at registration and at the start of the school year. (\* Temporarily Suspended)

# 24. Late Arrival Policy

In order for your child to truly benefit from the educational experience provided by the teachers at our school, it is critical that they arrive on time for the start of the school day. Once formal educational activities begin with the start of Morning Meeting, children who enter the classroom late become a disruption to the learning process. For this reason, we require that if you arrive with your children after the start of Morning Meeting you wait until this portion of the school day is over to enter the building.

# 25. Policy on the Release of Children

In compliance with New Jersey Administrative Codes, a 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. Upon registering your child, you provided the school with a list of people (Pick Up List) authorized to pick up your child. It is your responsibility to keep this list up-to-date. Program staff will **not** release your child to anyone for whom we do not have your written permission. **No authorizations will be taken over the phone.** All individuals picking up and assuming responsibility for a child must have a valid form of identification in order for the child to be released into their care. A copy of their identification will be made at that time.

Please note, a child shall not be visited by or released into the care of a non-custodial parent unless the custodial parent (or legal guardian) specifically authorizes the school to allow such visits or release of the child in writing. The written authorization will include the name, address, and phone number of said parent. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the school shall be provided with documentation to that effect, maintain a copy of the court order on file, and comply with the terms of that order.

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

1. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
2. 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 school, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-Abuse (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child’s parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s); and
3. If the school 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.

**Special Circumstance:** Should a custodial parent request that their child be picked up by a minor, anyone under the age of 18, a release form must be filled out and signed by the parent. The parent takes full responsibility in the event of any accident or injury to their child once their child has been released in the care of the minor.

\*Staff members are not permitted to take students home.

# 26. Late Pick-Up Policy

If a parent (legal guardian) fails to pick up a child by the designated time and has not notified the school of a problem, the child will remain under the school’s care and supervision while a staff member attempts to contact a person authorized by the parent (legal guardian) to pick up the child. If the child has not been picked up or other arrangements have not been made within one hour after closing, the staff member will call the Department of Child Protection and Permanency 24-hour Child Abuse Hotline to seek assistance in caring for the child until the parent (legal guardian) or authorized person is able to pick up the child. Please be aware that the parent (legal guardian) will have to pay $1.00 for every minute that the child remains in school after the time of closing, in other words for 10 minutes late the parent (legal guardian) will be charged $10.00.

# 27. Transportation

Catholic Charities Early Learning Programs do not provide transportation to or from school. It is the parent’s responsibility to bring your child to and from school daily. We understand that there are families that may need to make transportation arrangements to make sure that their children are in school every day. It is the parent’s responsibility to inform the school in writing if another adult is bringing or picking up their child. Parents must complete and sign an Emergency Contact Form stating all of the adults, with their contact phone numbers, who are allowed to bring and pick up their child as well as a Transportation Waiver Form. Once a designated adult has been placed on the Emergency Contact Form, they are required to provide a Photo ID the first time they pick your child up. A copy of the ID will be made and placed in your child’s file. Your child will not be released to anyone who has not provided a Photo ID. The Emergency Contact Form must be revised anytime a person is added or removed from the list at the parent’s request.

In accordance with Department of Motor Vehicle Regulations, the school cannot release a child to any person who is providing group transportation unless they are properly licensed and driving a legally authorized vehicle.

# The parents must also sign a Transportation Waiver Form advising parents that Catholic Family and Community Services, the CFCS Early Learning Programs, and the Diocese of Paterson shall not be responsible for transportation arrangements made between a family and another individual.

# 28. Daily Schedule

**You will receive a letter informing you of your child’s schedule. Please note, your child’s arrival and dismissal time may differ from other classrooms in the building in order to allow for social distancing.**

# 29. Suspension & Expulsion Policy

Unfortunately, there are sometimes reasons we have to remove a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to suspend or remove a child from this school:

* Failure to report change in address or telephone (over 1 month)
* Failure to report a change on the emergency contact list (over 1 month)
* Frequent unavailability of persons on the emergency contact list
* Failure to immunize the child or provide exemption and maintain updated records
* Failure to bring in a doctor’s note for absences of 3 or more days
* Disregard for Center’s rules/policies
* Unacceptable behavior by a child

The following are causes for immediate removal:

* The child is at risk of causing serious injury to other children or himself/herself
* Parent threatens physical or intimidating actions toward staff members
* Parent uses verbally abusive language in front of enrolled students
* Parent/guardian takes items belonging to another child/staff member

The following are possible parental/guardian actions that could possibly cause child expulsion:

* Unpaid fees (Applies to Wrap-Around Fees/Co-pays & Late Fees)
* Chronic late payment of fess
* Poor attendance
* Patterns of absences/habitually late arrival
* Repeated late pick-up
* Incomplete records
* Failure to adhere to vacation request timeframe

The following actions on the part of a child could possibly lead to expulsion:

* Failure of child to adjust after a reasonable amount of time
* Uncontrollable tantrums/angry outbursts
* Ongoing physical or verbal abuse to staff or other children
* Excessive biting

A child will not be expelled for the following reasons:

* Parent/guardian made a complaint to the Office of Licensing regarding a center’s alleged violations of licensing requirements
* Parent/guardian reported abuse/neglect occurring at the center
* Parent/guardian questioned the center regarding policies/procedures

The following proactive actions can be taken in order to prevent expulsion:

* Staff works to redirect child from negative behavior
* Staff will reassess the classroom environment, appropriate activities, and supervision
* Staff will use positive methods and language when disciplining students
* Staff will praise appropriate behaviors
* Child will be given verbal warnings
* Child will be given time to regain control
* Disruptive child behavior will be documented and maintained in confidentiality
* Parent/guardian will be notified verbally of disruptive child behavior
* Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
* The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behavior
* Recommendations of evaluation by professional consultation on premises
* Recommendation of evaluation by local school district PIRT/Child Study Team

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 a suspension or expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child’s behavior or come to an agreement with the center. The parent/guardian will be informed regarding the length of the suspension and about the expected behavioral changes required in order for the child or parent to return to the center.

In the case of severe behavior on the part of the child(ren) or parent that calls for expulsion, the parent/guardian will be given a specific expulsion date that allows them sufficient time to seek alternate childcare (approximately one to two weeks’ notice depending on risk to the welfare of other students and/or staff.) Failure of child/parent to satisfy the terms of the plan may lead to immediate expulsion.

# 30. Wrap Around Care & Co-pays

Wrap Around (Before & After School) Programs may be available in your child's Early Learning Program. Please check with the Family Worker regarding availability, hours, and cost.

# 31. Transition Policy

The purpose of our program’s Transition Policy is to allow for your child’s successful adjustment to the early childhood environment. The effective use of transitioning practices assists parents of young children, and the staff responsible for educating and caring for the children, in the difficult task of easing the child into their new educational environment. The transition period may be critical in establishing a successful first year. When a child experiences a smooth transition, first from home to the preschool, and then within the preschool’s grade levels, and finally to the kindergarten classroom they are more likely to develop closer relationships with teachers and peers. Successful transition practices can have considerable benefits for children including enhanced self-confidence; increased motivation; improved relationships with other children and adults; increased openness to new experiences, and a greater sense of trust between teachers and students. Transition practices help build supports for children so that they are better prepared to meet the challenges of the school environment, preschool and kindergarten, and to reduce the risk of poor student outcomes.

**Key Components of an Effective Transition**

* Positive early and preschool experiences
* Aligned and developmentally appropriate curriculum
* Parent involvement
* Continuum of family-focused and community-based services
* Communication and collaboration between preschool and elementary school staff
* Preparing children for the transition

Transitions within the program occur annually. When the child first enters the program, they must transition from the home environment to the school environment. For many children this transition is the hardest. Communication between parents and staff is critical during the first weeks of enrollment in the program. At the end of the first year your child will be readied for the transition from a three-year-old to a four-year-old class. They will visit the four-year-old classes and meet the teachers and assistants. When class assignments are completed you will be notified of your child’s placement for the new school year. Parents wishing to tour the facility can schedule an appointment.

To facilitate the transition for children who will be attending kindergarten parents are strongly encouraged to attend our *Transition to Kindergarten Parent Workshop*, which is held during the spring. Master Teachers from the Paterson School District and our school Family Workers provide information on kindergarten classrooms and the registration process and answer any questions that parents may have about the transition to kindergarten. Should you have any questions about the program’s Transition Policy, please see the Program Director.

# 32. Assessment Policy

Continuous assessment of student development is essential for creating effective learning activities that increase student knowledge and skills. Teachers utilize the assessment process to:

1. Inform instruction (design student goals) while identifying student needs and interests
2. Identify special needs and arrange for appropriate referrals and diagnostic assessments
3. Describe child development and learning in communication with families
4. Evaluate program curriculum and plan for improvement
5. Adapt teaching practices and the learning environment to student needs
6. Respond to accountability requirements

At our center, teachers use both formal and informal methods of assessment to accurately evaluate student progress. These methods include anecdotal notes, work samples, literacy prompts, and checklists. Anecdotal notes are taken on a daily basis, while the other methods of assessment are required once per collection period. Teachers will communicate information gathered during the assessment process with families on a quarterly basis using the Family Conference Form. This form details student development and is to be completed by teachers in conjunction with members of each individual student’s family. As your child’s guardian, your input and information regarding his/her development is highly regarded and essential to an accurate assessment of student progress. For this reason, you are encouraged to regularly contribute, on a formal and informal basis, to decisions about learning goals, classroom activities, and services for your child. Please do not hesitate to raise any concerns and to take part in this collaborative process that will result in mutual solutions that strengthen classroom practices. All information gathered through the assessment process will be used to improve instructional methods for the benefit of student learning.

There are four formal assessment collection periods during the school year in which family members and teaching staff will work together on the Family Conference Form. These dates are set by the Paterson Public School District and can be found in the Appendix. You will also find in the Appendix the Paterson Public Schools/Early Childhood Department’s Explanation of what each Assessment component/instrument is (ESI, GOLD, W-APT.) All families will also be provided with information regarding the choice, use, scoring, and interpretation of assessment methods during the first meeting with members of the teaching staff. This information will highlight the purpose and use of assessments, interpretation of results and what they mean for future learning opportunities for your child, and the assessment training teachers received, while providing access to the specific instruments used for assessment. Staff members will also work with families to achieve consensus on the best methods of assessment for meeting the needs of your child. Please note, within the first three months of enrollment all new students will receive the Early Screen Inventory (ESI-P or ESI-K) developmental screening as part of the initial child assessment process. Procedures and results of the screen will be discussed with families in detail during the first family conference.

If a child appears to have a developmental delay or special need, teachers will explain their concern in a sensitive fashion and provide documentation that supports any concerns. Furthermore, teachers will explain suggested next steps and provide information regarding potential resources. This information may include the district’s Preschool Intervention and Referral Team (PIRT) process, which unites family members, teachers, and district professionals in developing supportive learning strategies. All of this information, as well as all aspects of the assessment process, follow confidentiality laws as defined in New Jersey Administrative Code Title 6A:32-7. More information and title 6A:32 will be made available to families during the first meeting with members of the teaching staff.

# 33. Assessment Policy Effectiveness

The effectiveness of the assessment policy implemented by our center is reviewed on an annual basis with district staff to ensure the highest quality regarding accuracy. District officials also evaluate the effectiveness of all screening programs used by our center and work closely with our staff to ensure proper implementation of all aspects of the assessment process. Accurate assessment is essential to designing and implementing teaching strategies that result in the highest level of achievement for each individual child. If you have any questions regarding the evaluation of assessment procedures please speak with the Director.

# 34. Behavior Management Practices

Promoting appropriate behaviors helps to provide our students with the foundation necessary to become independent and encourages self-esteem and self-control. Discipline practices and behavior management strategies are never used as a form of punishment, rather they are meant to support the child’s development so that they are able to resolve conflicts in a non-aggressive way. Staff are prohibited from using any form of isolation, physical restraints (manual or mechanical), or chemical restraints. Through caring guidance, children are taught to understand the consequences of their actions. Understanding what could be triggering the problem behavior is the first step in helping to modify the behavior. If there is a situation where a child can injure him/herself or others, we remove other children from that area and any objects that may cause harm. Our staff of family workers also attend to the situation and we make every attempt to calm the child down. If the behavior continues and we are unsuccessful in our attempts, we will contact you and ask you to come to the school. Working as a team, the teaching staff, parents, family workers, and district personnel will support the child and help them to succeed.

**Behavior Management Protocols**

* Classroom rules are reviewed throughout the course of the school day
* The classroom environment will be examined to determine the effect of the setting
* Guided Discoveries are used to teach children how to properly utilize classroom materials
* Staff model positive behavior
* Staff discuss positive and negative behaviors with the children
* Appropriate behavior will bring encouragement and praise
* Inappropriate behavior will be redirected to encourage positive behavior
* Staff follow the discipline policy to guide student behavior

# 35. Discipline Policy

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

We use positive discipline by planning ahead:

* Anticipate and eliminate potential problems.
* Have a few consistent, clear rules that are explained to children and understood by adults.
* Have a well-planned daily schedule.
* Plan for ample elements of fun and humor.
* Include some group decision-making.
* Provide time and space for each child to be alone.
* Make it possible for each child to feel he/she has had some positive impact on the group.
* Provide the structure and support children need to resolve their differences.
* Share ownership and responsibility with the children. Talk about our room, our toys.

We use positive discipline by intervening when necessary:

* Re-direct to a new activity to change the focus of a child's behavior.
* Provide individualized attention to help the child deal with a particular situation.
* Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
* Divert the child and remove from the area of conflict.
* Provide alternative activities and acceptable ways to release feelings.
* Point out natural or logical consequences of children's behavior.
* Offer a choice only if there are two acceptable options.
* Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

We use positive discipline by showing love and encouragement:

* Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
* Provide positive reinforcement through rewards for good behavior.
* Use encouragement rather than competition, comparison or criticism.
* Overlook small annoyances, and deliberately ignore provocations.
* Give hugs and caring to every child every day.
* Appreciate the child's point of view.
* Be loving, but don't confuse loving with license.

Positive discipline is NOT:

* Disciplining a child for failing to eat or sleep or for soiling themselves
* Hitting, shaking, or any other form of corporal punishment
* Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
* Engaging in or Inflicting any form of child abuse and/or neglect
* Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
* Requiring a child.to remain silent or inactive for an inappropriately long period of time.

Any person who has concerns about the discipline of the children in the Early Learning Program is encouraged to speak with the Program Director, or the Executive Director.

# 36. Preschool Intervention & Referral Team (PIRT) Process

The Preschool Intervention and Referral Team is designed to help teachers and families address a range of issues (such as cognitive, behavioral, health) that may interfere with a child’s learning in the general education program. This process actively involves families in the development and implementation of plans that will address the issues. If you have any concerns regarding your child’s learning please speak with the classroom teacher and together you will move forward and work to implement the best possible solution. You will be invited to attend any formal meetings that might take place and updated on goals, strategies, and child progress.

# 37. Confidentiality

All program staff members at our center respect the privacy rights of children and their families and have been trained on confidentiality. We maintain full compliance with New Jersey Administrative Code 10:122-1.1, New Jersey Administrative Code 6A:32-7.1, and the Federal Family Education Rights and Privacy Act, which call for keeping all pupil records in strictest confidence. These codes can be viewed upon request. All documentation and personal files related to children and their families are treated in a strictly confidential manner. We assure you that you can share this information with confidence, that it shall remain private, and that we will only use such information to enhance the welfare of your child.

Assessment is the driving force behind the development of all lesson plans and learning activities designed by staff members to ensure the highest quality educational experience for each child. Each child’s screening results and assessment information will be interpreted according to the criteria of the individual screen or Creative Curriculum’s developmental continuum. The information gathered is then used to design learning goals and determine if a child is in need of special services, such as speech or occupational therapy. The results of all forms of assessment are kept confidential through the online assessment system, which is accessible by only the child’s teacher, and the program director and school district staff. Additional information is kept locked in the office in each child’s individual file and is accessible to only the program director, family worker, and classroom teacher who may need access to the information for developmental planning or emergency purposes. Additionally, at times it may be necessary to share this information with other professionals. However, we will not share any confidential information without your prior written consent. Individuals whom we may ask for your consent to share confidential information with include the assigned district resource teacher, master teacher, speech therapist, school nurse, occupational therapist, behavior resource specialist, school psychologist, social worker, the learning disabilities teacher consultant, law enforcement and state agencies. If we do ever request your consent to share confidential information you will be given a full written explanation as to the reasons other professionals require access to such information.

# 38. Nutrition

A healthy diet helps children to grow both physically and mentally. All children at our center are provided with breakfast, lunch, and an afternoon snack. These meals are served in three-hour intervals; please refer to your child’s daily schedule to see specific meal service times. Monthly menus are available for review on the family board in your child’s classroom and copies are available for all families upon request. Our menus follow all USDA Food Guidelines and Office of Licensing Requirements. There are certain foods that we will not serve to the children in order to ensure their nutritional and physical well-being. As such, staff members adhere to the following procedures:

* Discard foods with expired dates.
* Do not feed children hotdogs – whole or sliced into rounds.
* Do not feed children whole grapes.
* Do not feed children nuts.
* Do not feed children peanut butter.
* Do not feed children hard pretzels.
* Do not feed children popcorn.
* Do not feed children chunks of raw carrots.
* Do not feed children pieces of food too large to swallow whole.
* Assist children in cutting their food when necessary.

We have many students with food allergies so please do not allow your child to bring outside food into the center. We will also provide meals for children with special nutritional needs, allergies to certain foods, and replacement of meals due to medical or religious reasons. Keeping your child’s healthy development in mind we provide a schedule for meals that children adapt to quickly, we will however provide your child with an additional snack if he/she expresses hunger. No child will be deprived of food.

If you are bringing in food items for a birthday party, they must be in their original packaging and the label must list all of the ingredients. Any food that is prepared in the classroom must also have the original store label listing all the ingredients. Food is not to be prepared by the parents and then brought into the school. Any food that is brought in must be available for all students to eat if they wish to do so. All food must meet USDA Food Requirements. Please do not serve students any food, allow the classroom staff do so because they are aware of the students with food allergies.

# 39. Rest Time

Rest time takes place daily for one hour. During this time, children have the opportunity to sleep on their individual cot. If your child does not fall asleep, they may rest quietly or take part in a quiet activity such as reading, drawing, or doing a puzzle at this time. Out of consideration of those who are sleeping, all children must keep noise at a minimum during this time. Please note, staff members are always present during naptime and maintain line of sight to ensure child safety at all times. Additional staff members are available and can be summoned by the individual overseeing the children, without that individual leaving the room, if necessary. NOTE: If a child is tired or not feeling very well and requires extra sleep we will accommodate his/her needs.

# 40. Health

In order to provide a healthy learning and working environment and as per our contract with the city’s school system, staff members maintain all areas of the school in accordance with recommendations from Paterson Public School District Health Professionals. We also follow the Cleaning & Sanitation Frequency Table guideline from the National Association for the Education of Young Children and the Physical Plant Requirements of the Office of Licensing 3A:52-5.3. In general, these recommendations include frequent vacuum and proper surface cleaning, as well as reducing the use of certain chemical cleaners and/or aerosols. In addition to these recommendations, staff members are also aware of the indoor air pollution recommendations as outlined by the United States Environmental Protection Agency. This information can be located online at [http://www.epa.gov/iaq/pubs/hpguide.html](about:blank).

# 41. Hand Washing

All staff, volunteers, and children are required to wash their hands in order to reduce the risk of transmission of infectious diseases to themselves and others. Proper hand washing procedures include using liquid soap and running water, rubbing hands (palm and back of hand, wrists, and fingers) vigorously for 20 seconds, drying hands with a paper towel, and using a paper towel to turn off the faucet (making sure not to touch the faucet with just-washed hands.) Children and adults must wash their hands at the following times:

* Upon arrival for the day
* After diapering or using the toilet
* Before and after assisting a child with the toilet
* After handling bodily fluids (coughing on hand, cleaning nose, etc.)
* Before meals and snacks and/or preparing or serving food
* After playing at the water or sand table – sand & water tables have been removed temporarily due to COVID-19
* After using Playdoh, clay, and/or other modeling compounds – students will have their own supply and it will not be shared with other children
* After playing with toys and other classroom materials
* After returning from outdoor play
* After handling pets or animals that may be part of a field trip or special activity
* Before and after administering medication
* After caring for a child who appears ill
* After handling trash or cleaning.
* In the case of an accident involving blood, staff members are required to wear gloves and wash their hands when finished assisting an injured child.
* Staff do not use hand washing sinks for rinsing or cleaning soiled clothes/children
* If used to wash hands, all food prep sinks are cleaned and sanitized accordingly.

\*Note – Staff members will assist children with hand washing as needed to successfully complete the task.

# 42. Toileting

While we ask that all children be toilet trained prior to enrolling in school, we do accept all children whether or not they are trained. In the event that your child wears pull-ups or diapers, staff members are trained in proper changing procedures. This information is posted by the changing table and is available for your review upon request.

Children who are able to or are learning to use the toilet independently are taken to the bathroom throughout the day. Staff members will monitor the children to make sure they follow the proper hand washing procedures outlined in number 41.

If your child is not yet toilet trained please note the following:

1. You must provide commercially available disposable diapers or pull-ups unless your child has a medical reason that does not permit their use (your child’s health provider must provide written documentation of the reason.)
2. If your child requires cloth diapers, you must provide diapers that have an absorbent inner liner completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine.

Note, the diaper and outer covering are changed as a unit, thus you must provide additional outer linings.

1. If your child requires a cloth diaper, the wet or soiled diaper will immediately be placed in a plastic bag, without rinsing or washing, and sent home that day to be laundered.
2. Children who are still toilet training will be checked for wet or soiled diapers/pull-ups every hour. Staff members will document whether or not the child needed to be changed as part of the toilet training process.
3. Children who are still toilet training will be checked for wet or soiled diapers/pull-ups upon waking up from nap.
4. If your child is found to be wet or soiled, the changing process will begin immediately in the designated space.
5. Staff members will have a hand on the child at all times while that child is being changed to prevent any possible injury/contamination.
6. Staff members follow NAEYC’s Cleaning and Sanitation Frequency Table, which is posted by the changing table.
7. Surfaces used for changing wet or soiled clothing and upon which changing materials are placed are not used for other purposes and never have other items placed on them.
8. The changing area, which is not accessible to children without the presence of an adult, has a container for wet and soiled diapers/pull-ups and diapering materials that has a tightly fitting lid operated by a hands-free device.
9. This container is kept closed and inaccessible to children.
10. Staff members involved with the food program never change diapers or children who have accidentally soiled their clothes.

If your child is toilet trained but accidentally soils their clothes, please note the following:

1. The child will be changed immediately upon detection of soiled clothing.
2. A full set of spare clothes (socks, underwear, pants, and shirt) labeled with your child’s name must be available in your child’s cubby at all times.
3. You will receive notice if any spare clothing items are missing.
4. If your child soils him/herself and no spare clothes are available, you will be contacted and you must bring in spare clothing for your child to change into or you must send someone to the school with clothes for your child to change into.
5. Staff members will follow steps “1” through “12” above when changing your child.
6. The soiled clothes will be immediately placed in a plastic bag and sealed, then placed in another plastic bag, sealed and put in your child’s cubby for you to take home and launder at the end of the day.
7. At no time will a child’s soiled clothes be rinsed and/or laundered here at school.

# 43. Health Screening

Documentation of health screenings are required upon registration and are updated at the time of your child’s scheduled annual physical. Our school nurse keeps child health records on file to ensure all students are current for routine screening tests and immunizations according to the schedule published by the American Academy of Pediatrics. If any child is found to be past due for any routine health services, families must provide evidence of an appointment for those services before the child’s entry into the program and as a condition of remaining enrolled in the school. The only exemption to this policy is for parents’ legally recognized use of religious or medical exemptions. In the case of a child being under-immunized for religious beliefs or a medical condition, staff members will immediately exclude the child if a vaccine-preventable disease to which the child is susceptible occurs in the program. If such an instance occurs, the child will be moved to the office promptly and his/her family will be contacted immediately to arrange to pick the child up from school. All health screening information will be recorded on the Universal Child Health Record, or equivalent, by the appropriate persons and then kept in your child’s confidential file located in the School Nurse’s Office. The Universal Child Health Record must be on file in order for your child to attend school. Once your child is attending school, there is a one month grace period for re-submitting the form at the time of their annual physical. In reviewing the information on a regular basis, it is our policy to have our School Nurse follow-up with families if the results of any health screen reveal abnormalities or if any information is missing.

As a community provider contracting with the Paterson Public School District, the program’s School Nurse provides a free basic health exam that includes hearing, vision, and dental screenings to all enrolled students. Student participation in this health screening requires the parent/guardian to sign the Health Consent Form. All results will be kept confidential and students will be referred for follow-up by a health care professional as warranted.

# 44. Immunizations

It is the policy of our school to comply with New Jersey Administrative Code 8:57-4 and preserve the health of all children and staff members by ensuring that children served by the school are in good physical health and have all necessary immunizations. Individual child files will have up-to-date information regarding all required health documents.

# 45. Administering Medication

Upon enrollment, you were informed of our policy on administering medication and health care procedures to children. This policy states that:

1. The school will administer medication or recommended health care procedures to a child only with written instructions from a physician or other qualified health care professional;
2. The school will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the school.

Our school’s policy on the administration of medication and health care procedures to children includes the following provisions:

1. Medication and health care procedures shall be administered only after receipt of required medical forms completed by a physician and written approval from the child's parent(s)
2. Before any medication can be administered, the parent/guardian will need to attest in writing that a dose of the medication has been given and there was no adverse effect.
3. The school shall:
4. Designate those staff members who are authorized to administer medication or health care procedures to, or to supervise self-administration of medication or health care procedures by, those children whose parents authorize it; and
5. Ensure that each staff member designated to administer medication and health care procedures is informed of each child's medication and health care needs.
6. All medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to the children.
7. All medication shall be kept in its original container.
8. Medication shall be refrigerated if so indicated on the label.
9. Unused or expired medication and health care equipment will be returned to the child’s parent or disposed of safely in a child-resistant waste receptacle when no longer being administered.
10. All medication for a child shall be:
11. Prescribed in the name of and specifically for the child; and
12. 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.
13. The school shall maintain on file a record of the following:
14. The child's name and parental authorization for the center to administer medication or health care procedures;
15. The name of the medication or health care procedure;
16. The condition for which the medication or health care procedure is being used;
17. The instructions for administration, including the dosage and frequency;
18. The date and time medication or a health care procedure was administered to a child and the name or initials of the staff member who administered it; and
19. Any adverse effect the medication can have or has had on the child.
20. If a child has a chronic health condition requiring the administration of medication or health care procedures on a long-term basis, the school shall obtain from the child’s parent a special care plan or other documentation from a health care provider, indicating:
21. The name of the child;
22. The name of the medication or procedure;
23. The condition or indications for administration of the medication or procedure;
24. The instructions for administration of the medication or procedure; and
25. The name and telephone number of the health care provider.
26. Before administering a health care procedure associated with a child’s health condition, such as the use of a blood glucose monitor, nebulizer or epinephrine pen, the school shall ensure that all staff members who administer the procedure are taught to do so by the child’s parent or another appropriately trained person.
27. The school shall inform the child’s parent immediately if a child exhibits any adverse effect of a medication or health care procedure. Parents are responsible for communication with health care providers about their child’s response to medications.

The school shall ensure that all medication and health care procedures are administered by designated staff. Staff is also trained in AED Guidelines and Epi-Pen administration.

# 46. Allergy/Medical Condition

In the event that your child develops an allergy or medical condition (such as asthma), it is the responsibility of the parent (legal guardian) to notify the school of this change. This information is confidential and will only be shared with the program staff so that we can properly care for your child.

# 47. Accident Policy & Parental Notification

Children are very active and, unfortunately, sometimes accidents do occur. If this should happen, a staff member will tend to your injured child and take necessary action to prevent further harm. Please note all staff members are trained in CPR and first aid. If your child is involved in an accident, you will receive an “accident report” that explains what took place. You will be contacted immediately via a phone call if your child hurts their head, is bitten and the bite breaks the skin, if your child falls from a height greater than the height of the child, or if your child sustains an injury that requires professional medical treatment.

# 48. Illness & Communicable Disease Policy

For the health and safety of students and staff members, we kindly ask that if your child is sick you do not send them to school. If your child becomes ill while at school, they will be evaluated by the school nurse or other staff member and we will send him/her home for the following reasons:

1. Temperature of a 100° or higher.
2. Acute diarrhea or vomiting.
3. Severe coughing.
4. Yellow or jaundiced skin.
5. Abnormal behavior due to an illness, lethargy, severe pain, or discomfort.
6. Mouth sores with drooling, infected/untreated skin patches, stiff neck,
7. Skin rashes in conjunction with fever or behavior changes or weeping/bleeding skin legions
8. Difficult or rapid breathing
9. If your child is suffering from a communicable disease.

If we need to send your child home because he/she is sick, we will call you. If we cannot reach you, we will contact the persons on your child’s emergency contact form. Once the emergency contact person has come to pick your child up it is their ***SOLE*** responsibility to notify you. Before the child can be allowed back into the program, a note from their health care provider stating that they can return may be necessary and is mandatory in the case of a communicable disease.

**STAFF OR STUDENTS WHO EXHIBIT A COMMUNICABLE DISEASE WILL NOT BE ALLOWED TO RETURN TO SCHOOL WITHOUT A NOTE FROM A DOCTOR STATING THAT THEY ARE NO LONGER CONTAGIOUS AND CAN BE PERMITTED BACK INTO THE CLASSROOM.**

A complete list of communicable diseases can be found at:

**http://www.nj.gove/health/cd/documents/reportable\_disease\_magnet.pdf**

Please be advised that the school will take all the steps necessary to insure the safety of all the children. Any child exhibiting any of these illnesses will be separated from the other children and cared for by a staff member. The child’s parent/guardian will be notified immediately and asked to pick up the child from the preschool. **IF YOUR CHILD SHOULD CONTRACT A COMMUNICABLE DISEASE, THE CENTER MUST BE NOTIFIED**.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

# In the event that a child or staff member at the school becomes ill with a communicable disease, notices will be posted throughout the center, you will be notified in writing of an outbreak of any communicable disease, and the school may need to transition to full remote learning. Some excludable communicable diseases must be reported to the health department by the school, including COVID-19.

# 49. Emergency Medical Treatment

In the event of an emergency and the need for medical treatment, program staff adheres to the following procedure:

1. First, call 911.
2. Second, call the child’s parent (legal guardian) or the authorized emergency contact.
3. A staff member will accompany the child to the hospital in the ambulance and wait with the child until the parent (legal guardian) or authorized adult arrives at the hospital.
4. In all cases of emergency, the child is brought to St. Joseph’s Children Hospital located at 11 Getty Avenue, Paterson, NJ.
5. Should Emergency Medical Treatment ever be necessary while your child is in our care following the treatment you are required to bring a note from your child’s health care provider stating the date they are allowed to return to the program and any restrictions.

# 50. Head Lice

Parents must report any cases of head lice to the school. If a child is found to have head lice at school, he/she will be sent home. Your child must receive a treatment prior to returning to school. This treatment must kill all live lice and nits. Parents are to thoroughly cob the child’s hair. Your child will be checked upon returning to school to ensure they are lice/nit free. Children are not permitted to return to school with any live lice or nits. The school may request a doctor’s note for the child to return.

# 51. No Smoking Policy

The school, and surrounding area, is a smoke-free environment. As such, smoking is not allowed within 100 feet of the building, inside the building or on the property. If you use tobacco and are looking for help to quit, we will provide you with resource information for smoking cessation.

# 52. Use of Sunblock & Bug Spray

Please note, weather conditions permitting, your child will play outside on a daily basis. As such, we recommend that you apply sunblock to your child prior to their arrival at school so they are adequately protected. Additionally, there are times when public health authorities recommend insect repellent due to a high risk of insect born disease. On such days, we also recommend the application of a bug spray to your child prior to their arrival at school. As a convenience to you, staff members will re-apply sun block or bug spray to your child so long as you provide the product and give your written permission for its use.

# 53. Policies on Inclement Weather & Emergency Closing

For inclement weather conditions that may lead to a school closure or a delayed opening, you are instructed to follow what the posting is for Paterson Public Schools. This information is available:

Online - [http://www.paterson.k12.nj.us/](about:blank)

Radio – 1010 am

TV – ABC, CBS, CW 11, Fox, NBC, News 12,

If the school opens in the morning, but needs to close early due to inclement weather you will receive a phone call with information on when to pick up your child. If there is a need to close the school due to a separate programmatic emergency you will be notified by phone.

# 54. School Emergencies & Evacuations

Several situations and emergencies may require evacuation of the school building including, but not limited to, the following:

* Fire/Fire drill
* Bomb threat
* Gun Violence
* Neighborhood disaster
* Chemical release or hazardous materials incident
* Other conditions such as storms, floods, gas leaks, or other unusual occurrence that may be deemed unsafe for the children and or staff members.

In the event of a serious incident where an evacuation is necessary and our building has become unusable all staff and students will be transferred to the evacuation site. Please see the Appendix for the address of the evacuation site. A lock down within our building will be implemented if there is an outside natural disaster or other emergency. During an evacuation, staff members are to use the nearest exit. During an emergency evacuation and in preparing for one, the Director and designees are responsible for carrying out the emergency operation, including any evacuation functions within the school as follows:

* The Director will assume full command for all emergencies until the arrival of local authorities. In the absence of the Director, the Director’s designee will assume the respective duties.
* The Director is responsible for briefing all new employees on the emergency plans and each person’s role.
* Upon the arrival of the Fire Department or the Police, they will be informed of the total number of students and staff in school the day of the evacuation and if any student or staff member is missing.
* All emergency contact information for children and staff members will be with the Director or the Director’s designee at all times. If an evacuation is necessary and the children and staff are moved to a second location, the Director will instruct designees to notify the families of all the children and staff members. Staff has been given copies of emergency contact forms and staff listings, and each person designated to make notifications have been assigned a portion of these rosters to contact in the event of an evacuation.

In response to an evacuation announcement, the following steps will be taken immediately:

* The Director or Director’s designee will pull the fire alarm.
* The Director or Director’s designee will gather the necessary supplies and leave once everyone has exited the building.
* Each teacher and teacher assistant **MUST** stay with and continue to supervise their class as the children leave the building, reach the evacuation site, and remain there until the last child in their group has been picked up by an authorized individual. All teachers are to take their attendance sheets with them upon exiting the building. It is important that teachers record absences accurately to ensure that an absent student is not identified as a missing person later in an incident.
* The Director’s designees will then call all the parents to notify them of the evacuation.

The school conducts monthly safety drills to ensure that all students and staff are appropriately prepared for any emergency.

# 55. Family Complaints/Grievances

If for any reason you are dissatisfied with the level of care or educational instruction being provided to your child or you have other issues of concern, do not hesitate to contact the program director. Families and their children are our number one priority and we will act quickly to come to a mutual solution and ensure your satisfaction with the quality of our program. You have the right to file a grievance against the organization and, if you choose to do so, a staff member will provide you with the proper form. The organization’s Assistant Executive Director will provide you with a written response and document the outcome/client response to the grievance. If you are not satisfied with the outcome you have a right to file an appeal and bring the matter to the Executive Director and all applicable outside contacts.

# 56. Family Concerns About Other Children

If you have any concerns about the behavior of other children who share the classroom with your child, please first speak with your child’s classroom teachers. In the event that you continue to hold any concerns, please see the Director.

# 57. Uniform Policy

Your child is required to come to school dressed in the appropriate uniform. The uniform dress code is explained during registration and reviewed at the start of the school year.

# 58. Cubbies

Your child will be provided with a cubby. It is your responsibility to make sure your child’s outerwear is placed in his or her assigned cubby. Please allow yourself the extra minute or two in the morning to do this. It is the nature of young children to be active and physical in their work and play. Expect your child to get dirty/messy. All children MUST have an extra set of clothing in their cubbies at all times. The clothing should be seasonal – shorts and short sleeved shirt/tank top in the summer and pants and long sleeved shirt/sweater in the winter. They should also have clean underwear and socks to change into. If there are no clean clothes for your child, should he or she need them, you will be called to bring it to the center. Please consider your child’s feelings and make sure they have clean seasonal clothes available at the school.

If your child does require a change of clothing, you will receive any soiled clothes in a bag when you pick your child up for the day. You are required to bring a clean set of clothes the next morning.

# 59. Outdoor Play

Weather permitting, your child will play outside in the school playground on a daily basis. As such, please make sure that your child has the proper clothing (i.e. shorts during warmer months.) Staff members are required to bring the first aid kit and their cell phone to remain in contact with the school administration and security.

# 60. Field Trips

**Field Trips are currently suspended.** Field Trips are considered an important part of the educational experience. The school will provide the same exceptional and responsible adult supervision for these excursions as is provided for the children while in attendance at the school building. In the event of a scheduled field trip, please note the following: You will receive advance notice of any outing that involves transporting your child away from the school. The school must have your written consent in order for your child to attend. If you do not sign your child’s written permission slip by our deadline, you must make other arrangements for him/her as all teaching staff will be going on the trip. As always, be certain to have your child in school at the appropriate time, as transportation to the field trip site will not be delayed for anyone.

# 61. End of School Year Celebration

All students enrolled in Pre-K 4 (four-year-old students) will have the opportunity to participate in a ceremony during the month of June. You will be provided more information regarding the specific nature of this special event in advance by the school.

# 62. Family Survey

Throughout the year we will ask you to complete anonymous and confidential surveys to be used by the school to enhance the services we offer. At the end of the school year, you will be informed of the results of the survey and our plans for maintaining/improving services.

# 63. Personal Items

Please make sure all personal items are labeled with your child’s name. The program is not responsible for any lost or stolen personal items. The staff’s primary responsibility is the safety of your child. The list of personal items includes, but is not limited to, the following:

**Clothing:** Parents are responsible for placing their child’s belongings (properly labeled) in their individual cubby (\*Temporarily Suspended). Please give items to staff upon arrival and they will properly store the belongings in your child’s cubby. Any clothing or other items left around the building are at risk of being lost or misplaced. Any person found to be taking items from another child’s cubby will have their child’s placement in the program terminated immediately. Morning drop offs and afternoon pick- ups of children can be hectic at times, please allow yourself a few extra minutes.

**Jewelry:** We kindly ask that you not send your child to school wearing any type of jewelry, as this can cause a choking hazard. During naptime, children will play with their jewelry and sometimes place it in their mouths. Other choking hazards include round hair barrettes, coins and chewing gum. We ask that you not allow your child to bring these items to school.

**Toys from Home:** The toys and educational materials in your child’s class will encourage his/her educational development. The importance of sharing is taught. Toys from home are prohibited as they can cause a distraction to students. The exception to the rule is when your child’s teacher informs you of a planned activity such as “Show & Tell”.

# 64. Policy On Use of Television, Computers, & Other Electronics

It is school policy to limit the use of television, computers, and other electronic devices within the program to educational and instructional use only. The use of such equipment is always age and developmentally appropriate and this equipment shall not be used as a substitute for planned activities nor for passive viewing; students are to be actively engaged with the media at all times. Students are permitted to use computers and other electronic devices (such as iPads or Chrome Books) for no more than 15 minutes per day total. The use of television is strictly limited to no more than 15 minutes per day and, again, students are to be actively involved. When television is used as part of a large group activity for educational/instructional purposes, students who do not wish to view the program are given an alternate activity within the classroom.

# 65. Birthdays

Birthdays are a special occasion and we invite you to send items to celebrate your child’s birthday here at school. If you plan to have a party for your son or daughter in their classroom, you must first speak with your child's teachers. Whatever you bring (i.e. cupcakes, cake, potato chips, juice, goody bags) must be enough for all 15 children in the classroom and must be store bought and in the original packaging – this is a precaution due to food allergies. Please note, soda is not permitted and all food items must follow the requirements listed in this handbook under #35 - Nutrition. Foods that present a choking hazard (i.e. hard candy, marshmallows, lollipops are not permitted.) Unfortunately, family members are not permitted to attend in-classroom celebrations due to current restrictions on visitors as mandated by the Office of Licensing.

# 66. Additional Questions & Concerns

If you have any questions that are not answered after reading this handbook and/or if you have any concerns with material either contained herein or omitted, please speak with the Director at your earliest convenience.