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PARENTS HANDBOOK

Welcome to *Pre-School Academy Of NJ* Academy Of NJ, also, DBA Phoenix Academy

The information contained in this "Parents Handbook" will introduce you to the philosophy and organization of Our Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

The Center was created to meet the needs for high quality child care for the children ages 2 ½ -6 years old.

We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning.

We will be happy to answer any questions you may have.

Pre-School Academy Of NJ is an equal opportunity employer and provider.

PROGRAM PHILOSOPHY

We believe that good childcare depends upon consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs. The program is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

The Center's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for his/herself. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

EDUCATIONAL PROGRAMS

Pre-School Academy Of NJ has explored the latest research on curriculums to create a unique learning program for our youngest students. We understand the importance of a child's self-discovery, social growth and self-sufficiency. While all of these are important, our biggest job at this age is to instill a sense of confidence through the use of positive reinforcement and age appropriate activities. As a result, Pre-School Academy Of NJ has adopted the HighScope Curriculum. This curriculum is research-based and child-focused, the HighScope Curriculum uses active participatory learning and the plan-do-review process to achieve powerful, positive outcomes.

As teachers, parents, and educational researchers have discovered, the HighScope Curriculum not only helps young children excel in literacy and cognitive learning, but also to develop the fundamental skills that help determine success in adult life.

PERFORMANCE -BASED ASSESSMENT POLICY

This curriculum offers an authentic, ongoing observational assessment tool, COR (Child Observation Record) that is critical to planning appropriate learning experiences and helping children thrive. We believe this comprehensive system helps us meet the strengths, needs, and interests of every child in our school house.

COR is a Performance-Based Assessment aligned to the curriculum and is used to address all developmental domains growth through the learning experiences..

Our families are part of assessment process with regular communication, partnership and involvement. Once the formal assessments are completed our teachers will schedule a parent conference.

Our formal assessments are done four times per year, (December, February, April, and, June) All our assessments are kept in the child's portfolio, which follow the child from group to group to show the progress in cognitive, language, physical social and emotional areas of development that are consistent with our program curriculum and philosophy. (Added from Assessment to child progress)

Resources are available to parents after the conference and it is available in parents' resource library in the office.

DEVELOPMENTAL SCREENING POLICY

The center has chosen ASQ (Ages and Stages Questionnaire), as a Developmental Screening Tool. It will be administered by parents, within the first 45 days of child enrollment. Trained staff members will score to arrive to results. Results will be shared with parents.

Actions will follow based on results:

- Child will be rescreened in a year if no concerns.
- Child will be rescreened in 6 months if some developmental/ behavior concerns.
- Child will be referred to services if results show major concerns (Referral Policy).

It is responsibility of each primary staff:

- To monitor and record each child's progress.
- To plan and implement activities that build on the children's interests and strengths as well as challenge them to new skills and experiences.
- To document the milestones and achievements of each child.
- To ensure the assessment of the children's development is done through observations only, traditional testing is discouraged.
- To ensure the individuality and uniqueness of each child is celebrated.
- To provide accurate feedback to parents.
- To ensure that each child's records are kept confidential.
- Parents release must be obtained to share the child's records.

REFERRAL POLICY

Our center has a system in place to link families to services needed to address developmental and behavioral concerns of children identified through developmental screening and performance-based assessment.

CHILD- FOCUSED LESSON PLANS

When planning we take our students into consideration, understanding not two children is alike. The lesson plan is planned with our students' abilities; it may require challenging some students, while scaling it back to reach others.

Creative learning, Fun Environment

Creativity is the key at this stage in order for learning to take place. We ensure the lesson plan contains fun hands-on activities for exploring and discovery. Children are not just left to play, during Language Arts; Reading, and Math, play is with a purpose of learning. Making learning fun is at the core of our program. Each day, your child selects activities and materials to explore and discover in an imaginative and creative way.

Discovery

Our program is always open for your child's imaginary, which includes, playing along with their teachers utilizing colorful blocks and puzzles. Students also get to unleash their creativities thru art and storytelling.

Self-help Skills

Your toddler practices hand washing, putting on a coat, use of a fork or spoon when eating, picking up toys and sharing with friends; all in a safe and nurturing childcare setting.

DEVELOPMENTALLY APPROPRIATE BEHAVIOR

When planning we take our students into consideration, understanding not two child is alike. The lesson plan is planned with our students' abilities; it may require challenging some students, while scaling it back to reach others.

Potty Training

When planning we take our students into consideration, understanding not two child is alike. The lesson plan is planned with our students' abilities; it may require challenging some students, while scaling it back to reach others.

Every child is an individual with unique abilities, desires and emotions. Our program is designed to meet the individual needs of each child and to provide them with educational experiences. In our 2 ½ year old classrooms, we provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity.

Our highly qualified and professional teachers will guide and encourage your child in every stage of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

3-Year-old Class

As our three-year-old students gain more self-esteem, they may feel ready to take on the world. Our well-rounded program fosters that confidence by providing activities to help children become problem solvers and lifelong learners. Through independent exploration, structured activities, and hands-on learning, children will work on early literacy, math, science, and social studies concepts. A healthy dose of running, jumping, and dancing keeps them active, too.

This classroom is designed to provide stimulating experiences for the children where they can learn through their own inquisitiveness. The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess.

Throughout the day our students enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced.

Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable in this class settings when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long-lasting love for learning.

Preschoolers

In this class, students are age 4, by October 1st.

Our preschool program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in kindergarten.

Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore.

The preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, the arts and technology. Our skilled teachers prepare activities that is exciting and challenging, as well as supportive of each child's own learning style.

Our preschool room arrangement creates the optimum learning environment. It allows children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, art creativity, dramatic play, and reading in addition to larger spaces for group activities.

To enhance learning experiences in our preschool we offer class trips to theatre, farm and children's museums.

TRANSITION

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

PLACEMENTS INTO OLDER CLASSES

Children are assessed for class placement into the older classes by chronological ages and in terms of their total development – social, physical and emotional. Interest level in the activities typical of each group is also taken into consideration, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher.

GETTING TO KNOW OUR CENTER FAMILIES

Pre-School Academy of NJ encourages positive relationships with our families. By being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement.

Our center gathers information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept locked in the director's office. Pre-School Academy of NJ only releases personal information with necessary authorization.

In addition, we schedule visit days to meet the family members and create a smooth transition for the enrolled child.

Our center has an open-door policy. Parents and family members are welcomed at all times. Our friendly entranceway provides an attractive and cozy area for families to ease transitional times.

Each family is provided with the labeled cubby for program communications and below there are easily accessible parenting resources.

COMMUNICATING WITH FAMILIES

Besides conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom. Parents will be provided Health and Safety workshop annually in the following topics:

1. Preventive health Care
2. Mental-Behavioral Issues
3. Nutritional Obesity
4. Medication Administration
5. Oral Health Practices and
6. Any other relevant topic needed to be address.

In addition to Health and Safety workshop the center will be holding educational workshop as well twice a year on the following topics:

1. Early Literacy
2. Adult family literacy
3. Positive Parent Child interactions
4. Culture Awareness
5. Developmental Issues
6. Other topics addressing identified needs.

Ways of Communicating Families

- Daily or weekly bulletins
- Newsletters
- Telephone calls
- E-mails
- Daily sheets
- Notices
- Journals
- Articles of interest, community resources, and relevant websites.

Contact Information

Address: 1353 South Avenue Plainfield NJ 07062.

E-mail: phoenixpreschool@verizon.net.

Website: www.phoenixpreschoolnj.com.

Phone number: 908-412-0312

Fax number: 908-279-6820

DISCIPLINE POLICY

The Method of Guidance and Discipline shall:

- Be Positive
- Be Consistent with the age, development, and the needs of the children
- Lead to child's ability to maintain self-control.
- Staff member shall not discipline children for failing to eat, sleep, or soiling himself or herself.

Children may be removed from a group activity to another area, providing that the child remains either under the supervision of another staff member or continuously visible to the staff member.

The center shall maintain a file of written policy on the disciplining of children by staff members.

The policy shall;

Reflect the provisions specified, the method and the guidelines, and the acceptable action that the staff member may take when disciplining a child.

This information will be distributed to all staff, parents and posted in a prominent location within the center. The center shall secure, and maintain on file, each teacher, employee and parent attesting to the receipt of the policy on the discipline of children by staff.

Pre-School Academy Of NJ has Zero Tolerance concerning physical and cruel punishment of children. Any teacher who violates this policy will be terminated immediately.

EXPULSION POLICY

In keeping with New Jersey State licensing requirements, we must communicate the following to our parents:

The goal of Pre-School Academy Of NJ is to provide a safe and nurturing environment, however we understand due to certain behavioral outbursts in our students, that is not always possible in our classrooms.

As part of the program, advice, training and guidance are provided both to our students and to our parents. Understanding the children's learning comes from what is demonstrated and heard in their surroundings, our techniques do not always work. Parent involvement in discipline is essential and is required in order for a child to succeed.

Additional information and training is always provided in a first attempt to correct any behaviors that may be harmful to our students. Unfortunately, this process is not always successful and actions have to be taken to ensure the safety of all of our students:

Parents may be asked to seek care elsewhere for the following reason(s):

- After repeated techniques and training, a student continues to display physical abuse towards students and teachers.
- Student continues to disrupt the classroom hence, creating a difficult atmosphere for other students to learn.
- Continued Lateness.
- Failure to follow school policies as outlined in handbook.
- Lack of tuition payment.

CHILD ABUSE POLICY

All staff of the Pre-School Academy Of NJ are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Department of Youth and Family Services.

NEGOTIATING DIFFERENCES

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and well-being of the children and staff as a priority.

Pre-School Academy of NJ director and staff are always open to suggestions and feedback to improve the way we serve you and your family.

SPECIAL SERVICES

The school districts provide free screening for children who might have special needs. If the school district approves services for a child, outside therapist may provide those services at Pre-School Academy Of NJ. If you think that your child might have special needs, consult with the director who can assist and accompany you through the referral process.

STAFF HIRED BY PARENTS

We strongly discourage our employees from making independent child care arrangements with families at the school. However, in the event that you enter into an agreement with a Pre-School Academy of NJ employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Pre-School Academy of NJ employee.

We cannot be responsible for our employees away from school, outside their working hours, and will not be liable for their acts or omissions when not on our property including the transportation of children. You may be required to sign acknowledgement and waiver to this effect.

DAILY ROUTINE

Hours of Operation

The Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The center is closed: New Year's Day, Memorial Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas.

Inclement Weather Policy

In the event of inclement weather, Pre-School Academy will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (i.e. Snow, ice ...)

Pre-School Academy Of NJ Families will be notified of the decision, prior to 6:00 am, in the following ways:

- Website
- E-mail
- One Call Program

If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone.

We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

SIGNING IN AND OUT

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. As you enter the computer to sign in-out is located in the pre-k class and is accessible to all classrooms.

Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

DOOR SECURITY SYSTEM

The doors to the center are kept locked at all times in order to limit access and to keep children from exiting ahead of supervisors/parents. The front vestibule has a keypad that will, when a code is entered, release the magnetic lock on the inner doors.

When you enroll your child, you will be given the number combination to enter into the keypad for independent entry. There is a front doorbell should you forget the procedure. Please do not give out the entry code to others who are authorized to pick up your child. Photo I.D. is required and kept on file for who is authorized to pick up your child.

PARENT VISITS

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality child care, then the parent(s) will not be permitted in the classroom.

FAMILIES INVOLVEMENT

Home Language

Our center implements a bilingual model to support all of our families and children who are dual language learners and are learning a second language. They receive systematic support for both English and Spanish language skill development in their natural preschool environment. Many classrooms have either a bilingual teacher or teacher assistant. Teachers use both bilingual strategies and ESL strategies (i.e. rephrasing, modeling, repeating key words and phrases, etc.) throughout the curriculum, in their regular routines and daily activities to support the children's dual language development.

Families are welcome to participate in the class activities and school events.

Ways For the Families to be Involve:

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum

AUTHORIZATION TO RELEASE A CHILD

A child will be released to parents and those adults identified by the parents as authorized to pick- up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

EMERGENCY CONTACTS

Your emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. Two (2) contacts that live in a 24-mile radius of the Phelps Child Care Center
2. Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day

PICK-UP POLICIES

Our concerns for the children's safety, both physical and emotional, ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the parking lot without parental supervision.

PARKING

We have limited parking space, therefore we asked when dropping off and pick-up, please be mindful of other parents who are also dropping off and picking up their children. Do not park in front of a Fire Hydrant or in front of any signs that say No Standing or No Parking. We also ask that you not leave car motors running or leave other children unattended within your car when you enter the building.

PERSONAL BELONGINGS

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are “soft cuddliest.” A book or CD to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Action figure/superhero toys and projectile toys are not permitted in the center. Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality.

Videotapes brought from home, to be shared at school during inclement weather or when curriculum themes relate, necessitate a few words of caution. Disappointment may arise when we are not able to show a videotape due to time constraints or developmental appropriateness. We require administrative approval after advance screening before your child offers to share a video with his/her class.

MEALS

Family-Style Dining Policy

Our center encourages a supportive mealtime environment by subscribing to the recommendations below:

- Food is placed in serving bowls, plates, or baskets; beverages are placed in pitchers on the table for children 2 years old and up.
- Children serve themselves food using child-friendly serving utensils for children 2 years old and up.
- Staff members participate, sit, and interact with children at mealtimes.
- When eating meals with children, teachers eat the same food as the children whenever possible. If not possible, the teachers eat items that meet nutrition recommendations.
- Staff encourages the children to discuss the food texture, taste, color, shape, size, quantity, number, and temperature of food.
- Staff encourages, but not forces, children to try new foods.
- Staff does not use food as a reward or punishment.
- Staff models’ family-style practices and appropriate table etiquette for children.
- After the meal, children participate in an engaging activity while others are finishing up.

Breakfast is served only between 7:30 and 8:30 a.m.; children arriving later should already have eaten at home.

The major meal of the day is served at lunch. Meals are catered from a licensed vendor that has met the requirements of the Department of Agriculture. Nutritious snacks are provided twice a day. Milk is served at lunch to all children and made available, as needed.

Parents must inform the center of any special dietary or religious requirements, including food allergies, to accommodate diet. Candy and chewing gum are not permitted in the center.

The menu rotates on a monthly basis, updated menu is always available on our website, under, meals. Please notify us of any allergies immediately.

As per the Health Department we are prohibited from allowing outside food to be brought into the center.

CLOTHING

Children play hard and need to be comfortable. We ask that children be dressed in the prescribed uniform. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day’s weather changes. All clothing should be labeled with the family’s name, to facilitate dressing and reduce loss.

Two full sets of extra clothes should be kept at the center, even for the oldest children. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them.

Shoes need to be appropriate for indoor/outdoor play. Hot, wet snow boots, for health reasons, need to be replaced with indoor shoes. Sneakers or rubber-soled shoes are required for safe play; an extra pair may be left in the child's cubby and teachers will gladly help with the changes.

REST TIME PROVISIONS

Parents are responsible for providing and laundering (weekly) blankets and crib sheets. Sheets & blankets need to be taken home every Friday to be laundered.

FINANCIAL POLICIES

Tuition Policy

Pre-School Academy Of NJ. There will be no refund for days missed while the child is enrolled.

Children in transition (moving from one classroom to another) will pay the tuition fees of the classroom they were in on the first of the month.

Tuition deposits required to reserve a place for your child consist of one month's tuition. This deposit will be refunded if 60 days' notice is given to the center, and there is no outstanding balance. Your deposit will be mailed to you once your account is paid in full and cleared by the bank.

There will be a \$50.00 late payment fee for all checks returned to us unpaid from the bank. There is an additional monthly fee for the extended hour from 6pm – 7pm.

Late Payments

There will be a \$40.00 late payment fee charged to each monthly bill for any bill that is received after the fifteenth day of the month.

It is center policy that children may be required to withdraw from enrollment in the center when tuition is more than 60 days in arrears.

Fundraising

Grants or fundraising are often pursued to supplement our expenses or for particular projects.

The Parents involvement in fundraiser also helps the center provide enrichment to the program and the environment. Classrooms material and extra playground equipment have been the results of this form of parent's participation.

Withdrawal and Schedule Changing Policy

Notice of 60 days is required before the withdrawal or schedule changing request of an enrolled child at the center. If the child is withdrawn without prior notice, the security deposit will not be returned.

If the Director of the center determines that a child is unsuited for the center's environment, the parents will be consulted. Within two weeks of this meeting the child will be withdrawn and all agreements will be terminated.

INJURIES

Safety is a major concern in child care and so daily, weekly and annually safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

HEALTH POLICIES

Medical Home

The American Academy of Pediatrics (AAP) wants every child to have a Medical Home. This “Home” is a knowledgeable, compassionate personal physician and care team chosen by a patient and his/her family to take care of the child’s health needs. This team knows the health history of the child, listens to concerns and works in a trusting partnership to make sure that the medical and non-medical needs of the child and family are met. He respects the family’s culture and traditions. He coordinates with other health care professionals in developing and implementing a care plan that is holistic. The family keeps the physician informed of the child’s changing needs.

Oral Health

Policy statement The American Academy of Pediatric Dentistry (AAPD) encourages child care centers, early education providers, and parents to implement preventive practices that can decrease a child’s risk of developing dental diseases. The AAPD recognizes that increasing health promotion in out-of-home child care settings could improve the oral health of infant/toddlers and pre-school age children. Therefore, our center:

- Requests oral health consultation, preferably by a pediatric dentist, at least once a year and as needed.
- Promotes the concept of the dental home on the importance of oral health
- Maintains a dental record, starting at age 12 months with yearly updates, as part of the child’s health report.
- Children’s teeth will be brushed at least once a day in the classroom. The program will supply an age-appropriate toothbrush (for age 1 and older) and toothpaste. Toothbrushes will be dried sanitarily in a rack.

“The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of day-care programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to daycare programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child’s illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, absolute criteria for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:

1. (1) risk of transmission of infectious diseases and
2. (2) the demand of sick children for increased adult attention, which may exceed the resources of the day-care program”

(“Quoted from Pediatrics in Review”)

The health policy of Pre-School Academy of NJ is designed to best meet the needs of our children, parents and staff. The policy has been in place since the center opened, but we keep rewriting it in attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the center serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations.

Center health policies may differ from your child’s pediatrician’s opinion. **In all situations, Pre-School Academy Of NJ policy will override your child’s doctor’s recommendation.**

Daily Health Check

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has:

Fever or elevated body temperature of 100 degree Fahrenheit Skin rashes or unusual spots

Complains of Pain

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting.

Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. **A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.**

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the center:

Fevers

A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours without any medication.

Severe Colds

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.

Diarrhea

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

EXPLANATION – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the "24 hours free from diarrhea" (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

Vomiting

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the center.

EXPLANATION – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

Rashes

Rashes must be physician diagnosed for a child to be in the center.

Mouth Sores

Mouth sores with drooling are reason for exclusion, unless the child's pediatrician states the child is non-infectious.

Conjunctivitis

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication is begun.

Teething

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

Symptoms Of Contagious Childhood Diseases

Symptoms of contagious childhood diseases are reason for exclusion. The center however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion.

Signs Of Possible Severe Illness

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

HEALTH LAW REQUIREMENTS

A complete physical examination is required by state law. It must be within 30 days prior to enrollment if the child is over 6 months old and within 15 days if the child is under 6 months old. An updated physical examination is required yearly, on the expiration date of the current physical. **Your child will be excluded if their physical has expired until an updated physical has been submitted.**

Immunization/Vision/Hearing/ Dental Records

Please make sure we have your child's updated immunization, vision, hearing, and dental records. Information entered in Universal Health Record Form.

Documentation of immunizations is required from the child's physician, including regular updates.

MEDICATION POLICY

The Center's staff are not authorized to administer any over the counter medication! Staff however are permitted to administer only over-the-counter topical ointments, sunscreen lotion and topical insect repellent with written parental consent.

We are allowed to administer prescribed medications to enrolled children under the following conditions: A note from the child's doctor, giving permission to administer medication with specific instructions. The child's name appears on the container that holds the medication. Parent complete and sign the Pre-School Academy, "Permission to Administer Medication" form.

Make sure your child's physician is aware of Pre-School Academy Of NJ policy before prescribing any medications.

Exemptions for children with chronic and acute conditions will be considered on a case-by-case basis.

Failure to comply with Pre-School Academy policies will result in suspension of childcare services.

ABSENCE

Please call the center if your child will be absent and let us know why. Contagious illnesses must be posted in the classrooms, so other parents know what is going around. To be cleared by a pediatrician for group care, we need:

1. the child to be seen by a doctor,
2. a note from the doctor stating
 - (a) a diagnosis
 - (b) that the child is not contagious
 - (c) the date that the child may return to group care

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

IN CASE OF INJURY

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the teacher in charge will call 911.

IF YOUR CHILD BECOMES ILL AT THE CENTER

If your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

REPORTABLE ILLNESSES

Some childhood illnesses are required, by law, to be reported to our local health agency. In the case of a contagious illness in your child's class, we will post a notice by the sign-in/out sheet in the classroom.

EMERGENCY PROCEDURES

In the event that the children would be safer remaining indoors, we would shelter them inside the building. If our building was not considered to be a safe place for the children, we would relocate to a designated space. Next, we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached we would begin to call your emergency contact numbers.

CHECKLIST: WHAT YOUR CHILD WILL NEED

Individual containers will be available for each child so that items can be left at the center. Please label all belongings.

3 changes of clothes including shoes/play clothes for outside. Cot sheet, blanket (weekly or as needed).

POLICY AGREEMENT

I have read, and received the Pre-School Academy Of NJ Center's Parent Information Handbook, including the following policies and procedures that are in compliance with the state child care licensing

Health and Safety	
Medical Home	
Breastfeeding	
Food Service	

Workshops offered to parents	
Developmental Screening	
Oral Health	
Curriculum	
Home Language	
Communication	
Performance-based assessment	
Referral	
Transition	
Home Visit	
Absenteeism	
Abuse and Neglect	
Termination	
Biting	
Potty Training	
Discipline	
Medical Emergency	
Transportation	
Excessive Lateness	
Late Pick up Procedure	

I hereby understand and agree to adhere to all policies set forth in this handbook. Failure to do so may result in the loss of my childcare slot.

Parent/Guardian Signature

Child's Name

Witness

Date