

MIDDLESEX BABY SPA, LLC



PARENT HANDBOOK

# WELCOME

Thank you for selecting the SPA! A great place for learning and discovery. We look forward to having you join the SPA family. This journey is going to be amazing as we create wonderful experiences and memories that we make us smile, laugh and cherish these wonderful times long after your child's graduation. Children are the most important part of this journey, but parents are the foundation which supports this journey.

You are an integral part of this journey, and we welcome you to participate in school activities. We remain committed to keeping you well informed about school activities and plans and providing you with daily reports of your child's social, emotional and academic achievements.

This handbook explains our program policies and procedures. Please retain and read this handbook in its entirety as it will address most of the questions you may have about our program.

The Middlesex Baby Spa is licensed by the New Jersey Department of Children and Families and our program follows the guidelines as set forth by the Office of Licensing. We are also a participant in Grow New Jersey Kids quality improvement program. Our curriculum activities are outlined under the Creative Curriculum, a research-based program approved by the State of New Jersey. A program which your child is encouraged to learn, grow and develop skills to take their place in society.

Our doors are always open so please visit when you can.

Sincerely,

Charles Kirkland

Owner/ Director

[babyspa@verizon.net](mailto:babyspa@verizon.net)

732-356-9940

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## **Our Pledge**

The Spa is dedicated to providing the highest quality service for children from 6 weeks old through 5 years old.

Each child is a unique individual and is to be nurtured and respected. It is our belief through the richness of their experiences in the classroom children will be prepared for the academic challenges of kindergarten.

Children need two things to move through life in a happy and healthy way: a strong sense of self-worth and strong supportive adults who will be models for children and who will lead or teach children carefully.

It is our goal to provide an opportunity for children to learn about the world around them and to encourage all phases of child development: spiritual, emotional, physical, intellectual and social.

## **Hours of Operation**

Childcare services are provided from 7am to 6pm Monday through Friday. Breakfast begins at 8:00 and ends at 8:30. Programs begin at 9:00 am.

## **Holidays**

We are closed the following holidays: NEW YEARS DAY, DR. MARTIN LUTHER KING, JR. DAY, PRESIDENTS DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, THANKSGIVING THURSDAY AND FRIDAY, AND CHRISTMAS THRU NEW YEAR'S EVE.

There will be early closings on Christmas Eve.

## **Enrollment**

Based on space availability and openings, our facility accepts children from 6 weeks to 5 years of age.

All enrollment forms must be completed, and enrollment fee paid prior to your child's first day of attendance. These fees are non-refundable.

## **Enrollment forms include:**

- Registration Form

- Health Records
- Immunization Records
- Parent Emergency Information
- Expulsion Policy
- Information to Parents Documentation
- Proof of vaccine for all children 6 months or older

### **Non-Discrimination**

The Spa is an equal opportunity employer and educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other considerations made unlawful by federal, state or local laws. We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make reasonable accommodations to encourage full and active participation of all children in our program based upon their individual capabilities and needs.

### **Staff Qualifications**

Our teaching staff is hired in compliance with state requirements/qualifications and must pass a background check

### **Child to Staff Ratios**

Children must be always supervised. Teachers may take breaks as needed to reduce fatigue/alertness.

The Spa meets and exceeds the following New Jersey State Standards for child to staff ratios:

<b>Age</b>	<b>Staff/Child Ratio</b>
Under 18 months	1:4
18 months up to 2 ½ years	1:6
2 ½ years up to 4 years	1:10
4 years	1:12
5 years	1:15

## **Partnerships/Getting to Know You**

### **Home visits**

To get to know our families better we offer families the opportunity for your child's teacher and a member of the administrative staff to visit your home. This helps to establish a bond between families and school while allowing the teacher the opportunity to connect with your child on a more personal level. Home visits will take place during the first few weeks of a new child's enrollment and/between September-November for students changing classrooms. Parents will be encouraged to participate but it is not mandatory.

### **Keeping in Touch**

It is important to have daily communication with our parents, but please be mindful that the staff is still responsible for the safety and well-being of all students in their classroom. We respectfully request that parents keep the conversation during peak hours (i.e., drop off and pick up) brief. Daily e-mails will keep you informed about your child's activities and experiences at the center. E-mails will be sent daily for infants and toddlers and weekly for children 2 ½ and older.

### **Parent Resource Table**

Located on the parent information table you will find a Community Resources Table for information that supports family health, safety, and other useful local resources for your family.

### **Communication Stations**

Communication Stations are located throughout the center and provide center news, upcoming events, faculty changes, reminders of holiday closing dates, announcements, etc.

### **SPA Talk Newsletters**

Spa Talk provides center news, events, announcements, etc. These newsletters are available monthly at the parent resource table.

## **Parent Participation**

Parents play an important role in helping children learn and are given many opportunities to spend time at the center throughout the year. Classroom visits are encouraged as well as field trip participation is encouraged. Sign in is required for the safety and protection of the children. Wearing a visitors' badge and signing out upon leaving helps us keep tracking of who is always in the building.

## **Culture Sharing**

Culture and ethnic sharing help promote social goals and respect for all people and our shared environment that we inhabit. Books, games, music help to teach our children respect for our ever-changing world and the diversity of life within it. Parents can play an important role in shaping family traditions, cultural and religious holidays so that we get a better understanding of each other's values and perspectives.

## **Family Gatherings & Parent Conferences**

To give families an opportunity to be a part of their child's school life experiences and get to know other families we schedule periodic family gatherings. These gatherings include holiday performances, meet and greets, BBQs and Back to School festivals and events.

Conferences with your child's teacher can be scheduled quarterly during the school year for children 3 years of age and older. During these conferences we will discuss your child's strengths, likes and dislikes.

At that time together we can set goals for your child's growth and development. Parents may request additional conferences regarding your child's progress at any time. You may communicate any concerns immediately and together we will work towards a satisfactory resolution.

## **Employment between Staff and Enrolled Families**

Families are not to enter employment arrangements with staff (i.e., babysitting). Any arrangement between families and our teaching staff outside the programs and services we offer will not be allowed and will result in the immediate termination of our teaching staff from the Spa.

## **Creative Curriculum & Learning**

We provide a vibrant and exciting learning environment using a researched based curriculum (Creative Curriculum) approved by the State of New Jersey. Our program is organized so that learning happens

through a variety of different methods including but not limited to teacher facilitated lessons and exploration through interest centers. Social, emotional and academic development are key parts of our teaching program that is designed to enhance a child's development in key areas such as problem solving, creativity, self-expression, independence and reasoning. Children learn how to work in groups and also have the opportunity for self-expression and independence.

## **Teaching Environment**

We start our morning program off in infancy and toddler hood introducing our young ones to letters, shapes, colors and numbers. Singing songs and reading stories help to facilitate language development for our little ones. Potty training is also a part of the curriculum for older toddlers. This process starts for children around 2 ½ years old. We create a partnership with our parents so that they monitor their child's potty behavior and let us know how often their child uses the potty when at home. We will follow your schedule and encourage use of the potty based upon your information. Please understanding this does not happen overnight and will take a period. Keep in mind, that children are transitioning from being little dependent people to big dependent people, Pre-Kindergarten explore interest centers such as science, transportation, engineering, writing, mathematics. Recognizing sight words, simple sentences, and basic mathematic terms establishes the foundation for future academic success.

## **Outside Exploration**

We take walking trips around the neighborhood for children 3 and older. Children are always monitored. Teachers take attendance before, during and upon returning to the center. A permission statement for participation in walking trips is included in this handbook.

On occasion there will be field trips that require bus transportation. Parent participation is always welcome. Permission slips for each trip that involves bus transportation are provide a week ahead and must be signed by a parent or guardian. Proper safety measure's (seat belts etc.) are utilized.

## **Transitions**

We want to make sure your child has a positive and exciting learning experience. We will work with you and your child to ensure that a smooth transition occurs as new surroundings, faces and routines are introduced.

## **Transitions from Home to Center**

It is important to tour the center prior to your child's first day to meet with your child's teachers and talk about any concerns such as actions regarding known allergies and other serious medical conditions such as COVID-19. At this time, you can share the best methods of communication that we can get in touch with you in case of an emergency. Our process of transitioning new young children is to have them come prior to their official first day and stay for 2-3 hours for 2 days. Parents are encouraged to develop a good drop off routine that helps your child feel safe and secure in their new surroundings. Adjustments can sometimes be difficult, and we urge parents to partner with us as we get to know your child. We will send you pictures during the day so that you can feel comfortable that your child's feelings are taken care and that they feel comfortable.

## **Class Transitions**

Children are transitioned to the next class based upon age, developmental readiness, state licensing requirements, and space availability. Current and future teachers will discuss pertinent information about your child prior to the final transition. There are no "cold turkey" transitions. Please feel free to introduce yourself to your child's new teacher and provide them with any information you deem appropriate.

## **TV Time**

Television time is absent at the center unless, it is used as a teaching aid and/or discussion stimulator. It cannot be used as a substitute for planned activities or passive viewing. Screen time cannot be more than 15 minutes per day. Programs will be reviewed prior to showings. Children under 2 years of age are not permitted to participate in any TV time.

## **Celebrations**

We encourage celebrations and respect different cultures and beliefs of children, families, staff and community. If you wish to celebrate your child's birthday, we request that you notify us in writing of your plans. Please include the day, time, activity and any food that will be provided. Celebrations are normally held during afternoon snack. All celebrations are limited to 1 to 1.5 hours. Healthy beverages and snacks are highly encouraged. Please be sure to speak with your child's teacher to find out about any classroom allergies. Remember, the Spa is nut-free environment.

## **Rest Time**

For children 18 months of age and younger, the center shall provide daily rest and sleep according to the child's physical needs. All children under 12 months of age or younger are put to sleep on their back unless a different position is indicated in writing by a health care provider.

After lunch, all children less than 5 years old are required to participate in a quiet rest time. Children are not required to sleep any may be given quiet activities after 30 minutes on their cots.

## **Toilet Training**

Making the toilet learning experience successful and as low stress as possible is a family /teacher partnership that supports the child. Research shows that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotional ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We remain committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities.

## **Health and Physical Education**

Healthy eating and the importance of physical education is in the forefront of our teaching curriculum. We encourage a minimum of 45 minutes of physical activity daily either inside or outdoors. Our staff shall:

- Participate in active play instead of just watching the children
- Children need to have the appropriate attire to support running and climbing
- Children will play outdoors if the temperature is 40 F or above
- Active play will not be withheld as punishment

## **Infants (birth to 12 months)**

1. Babies who are not yet crawling spend 3-5 minutes on their tummies interacting with their caregivers each half day while awake
2. Infants are not placed in restricted equipment for more than 10 minutes at a time, except during meals and napping
3. All infants are taken outside in buggies based upon center – wide temperature guidelines and parental consent

## **Toddlers (12 months to 3 years old) and Preschoolers (3 to 5 years old)**

1. Toddlers shall participate in 45-60 minutes per day of moderate to vigorous physical activity indoors/outdoors including but not limited to exercise and games.
2. Preschoolers participate in 60 to 90 minutes per day of moderate to vigorous physical activity.

## **Tuition & Fees**

### **Payment**

Payment is always due in advance of services with no deductions for absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in our Parent Obligation Form.

For families receiving financial assistance from an outside agency. Please see the insert for additional information regarding your responsibilities.

### **Late Payment Charges**

Late payments can pose serious problems for our program. Therefore, please make sure payments are paid on time.

If payment is not received on the day that it is due, a late fee of \$ \_\_\_\_\_ will be added to your child's tuition. If your account has not been paid in full within ten (10) business days, your child may be discharged from the program.

If payment is more than twenty (20) business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collection agency. You will be responsible for all expenses associated with these actions including all court and agency fees.

### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee \$ \_\_\_\_\_. This charge must be paid immediately upon notice. Two or more returned checks or rejected transactions will result in your account be placed on a "cash only" status.

## **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence.

Late fees are assessed at \$ \_\_\_\_\_ per hour or any part of the hour and must be paid at that time.

## **Special Activity Fees**

Fees associated with special activities or field trips will be assessed upon parent's written consent. These fees are due prior to the event, activity or trip. Any account not in good standing will disqualify your child from participating in special activities.

## **Additional Fee Information**

Vacation- To hold your child's spot during vacation, 100% of your regular tuition is due prior to your departure. These fees are non-refundable if you choose not to return. Credit will NOT be given for natural disasters, inclement weather, power outages, etc. -if we do not open due to circumstances beyond our control your account will NOT be credited nor will make up days be scheduled.

## **Attendance & Withdrawal**

### **Absence**

If your child is going to be absent or arrive after 10:00 am, please contact us at 732-356-9940 or email us at babyspa@verizon.net. We are concerned about the health and safety of your child. If we do not hear from you by 12pm, an administrator will call to verify your absence.

### **Withdrawals**

A written notice 30 days in advance, is required by the center when a child is being withdrawn. Failure to provide proper notification will result in the forfeiture of your child's security deposit. Note: Refunds are not issued but applied to your account accordingly which is why proper notification is very important.

Notice must be received by the last day of the month to ensure a whole month's notice is received. If the last day on the month falls on a Saturday or Sunday, notice must be received by the Friday before the month ends.

## **Unexpected Closings**

The decision to close or open on time is made at the discretion of the administrative team with the safety of both the children and staff in mind. Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) cause closing or late openings, notification to the families will be announced via e-mail and center answering service.

If it becomes necessary to close early, we will contact you as soon as possible. Your child's early pick-up is your responsibility so please arrange for back-up procedures if necessary.

## **Drop-Off & Pick-Up**

### **General Procedures**

The center opens at 7am. Please do not drop -off your child prior to opening. Parents are expected to accompany their children into the center and sign them in and out daily. The center closes at 6pm. Please allow enough time to arrive, sign your child out and leave by closing time.

All parents are asked to wash their hands upon entry of the childcare center if time permits. Alternatively, hand sanitizer can be found throughout the building and while it does not replace hand washing it can be effective in eliminating some germs.

## **Authorized & Unauthorized Pick -up**

Your child will only be released to you or those persons you have listed as Emergency Release Contacts. If you want a person who is not identified as an Emergency Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released to anyone without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not been able to contact you, attempts will be made to contact you and your emergency contacts you have so designated. We will stay with your child as long as possible, but if after 90 minutes and we have not been able to reach you or your designee, we will contact child protective services.

## **Refusal to Release**

We may refuse to release a child if we suspect reasonable cause that the person picking up is physically or emotionally impaired in any way that may put your child's safety at risk. We may seek out alternate

designees or call the local police to prevent harm to your child. If such circumstances continue it will result in termination of your child from our center.

### **Cell phone Use Inside the Center**

Dropping off and picking up time are important periods of time for communication with one another about your child, in order to use this time wisely we request that you please do not use your cell phone in the classrooms.

### **What to Bring**

**Infants:** 5-6 clean bottles for a day's use, 8-10 diapers per day and 3 sets of clothes, 2 crib sheets and a light blanket, box of wipes and tissues and food.

**Young Toddlers:** 4-6 clean bottles/sippy cups for a day's use (if applicable), 6-10 diapers and 3 sets of clothes, a crib sheet, light blanket, box of wipes and tissues and food.

**Older Toddlers:** 3 sets of clothes or more per day if going through toilet training, 2 crib sheets, socks, light blanket, box of wipes, tissues and food.

**Pre-Schoolers:** 2 changes of clothes, crib sheet. Wipes and tissues and food.

Items that are used often (diapers, wipes and formula) can be stored at the center; A pack of wipes are required monthly for all children. Please label all your child's personal items. We are not responsible for lost or damaged items or lost toys.

### **Clothing**

Please dress your child in practical seasonal clothing that allows for freedom of movement. Make sure all clothing is labeled with your child's name. Your child will be involved in a variety of activities such as outdoor play, water and other sensory stimulating activities. The entire facility is used as an extension of our curriculum. Activities are conducted outside when weather permits.

### **Personal Toys**

Personal toys must not be brought to school unless they are part of a class activity. Your child's name must be clearly written with first and last name.

## **Footwear**

Sandals and flip-flops are not appropriate footwear for school. Inappropriate footwear makes participation in outdoor activities very dangerous. It is mandatory that all children wear closed toe, rubber bottom shoes to prevent injury or accidents.

## **Cubbies**

Each child has an assigned cubby with their name on it. Please check your child's cubby each day for items that must be taken home to be washed or replaced

## **Lost & Found**

You can look for lost items and bring found items to the "Lost & Found Desk" located in the foyer near by the main entrance. We are not responsible for lost property.

## **Healthy Body-Healthy Mind – Nutrition**

Please make sure that all food containers/trays brought from home are labeled with your child's name, date, and any preparation instructions as necessary. Please remember we are nut-free.

We recommend whole grain breads, pastas and grains as the foundation of a healthy meal. Appropriate servings of protein such as lean meat skinless poultry, fish beans, eggs, yogurt are important foods in support of a healthy body. Additionally, children are encouraged to try a variety of fruits and veggies. When possible children are encouraged to feed themselves using good table manners and the magic words of please and thank you.

## **Beverages**

Filtered drinking water is always available throughout the day. We discourage sugary drinks and excessive candy items during lunch and snack time.

## **Food Allergies**

If your child has a food allergy you must notify us in writing. Food Allergies can be life threatening and each child must have an action plan for emergency care. Please remember we are nut free center

## Infant Feedings

### Infant Feedings:

- Bottle feed infants who are unable to hold their own bottle are held by a caregiver for all feedings.
- Bottle feed infants who can hold their own bottles are placed in age-appropriate equipment for feedings.
- Infants are fed "on demand" to the extent possible at least every three hours and usually not more than hourly.
- Breastfeeding is supported and a private space for nursing mothers to feed their babies is available. Frozen breast milk may be brought in from home and must be used within 48 hours. Previously frozen thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed.
- Formula must be brought in a factory sealed container in a ready to feed powder or concentrate. Formula will be prepared at the center according to the manufacturer's instructions using water from approved local health department sources. Formula brought from home must be labeled with the child's name.
- Solid foods prepared by the parent will only be introduced after consultation.
- Bottles should only contain formula/milk unless otherwise indicated by a health care professional

## Toddler Feedings

Children are encouraged to self-feed. Children are encouraged, but not forced to eat any foods supplied by the parents.

Round, firm foods that pose a choking hazard for children less than 4 years old are not permitted. These foods include hot dogs, whole grapes, popcorn, thickly spread butters and hard candy.

## Health & Safety

### Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January we check with the public health department for updates of the recommended immunizations schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are

followed. Unimmunized children are excluded from school during outbreaks of vaccine preventable illness as directed by the state and/or local health department.

## **Physicals**

Routine physicals are recommended according to the current recommendations of the American Academy of Pediatrics. [www.aap.org](http://www.aap.org). Please keep your child's records up to date and provide a copy for our records. Flu vaccines are required.

## **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect the health of other children and staff, sick children must remain at home. The center has a right to refuse a child who appears ill. You will be called and asked to pick up your child if they show any of the symptoms listed below. This list is not all inclusive. While we wait for you to arrive, we will try to keep your child comfortable but/he/she may be excluded from all activities while waiting.

### **List of Symptoms that require immediate pick-up by parent**

- Severe pain /discomfort
- Acute diarrhea
- Acute Vomiting
- Elevated oral temperature of 100.4F
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected and untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with a fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

### Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for **24 hours without a fever reducer**
- They have been treated with an antibiotic for 24 hours
- They can participate in all school activities comfortably
- They are free of open, oozing skin conditions and drooling (not related to teething) unless.
- The child physician signs a note stating that the child's condition is not contagious, and
- The involved areas can be covered by a bandage without seepage or drainage through the bandage
- If a child had a reportable communicable disease, a physician's note is required stating that the child is no longer contagious and may return to school.

### Table of Excludable Communicable Diseases

Respiratory	Gastrointestinal	Contact illnesses
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Hemophilus Influenza	Guardia Lamblia	Scabies
Meningococcus	Shigella	Shingles
Strep Throat		
Tuberculosis		
Whooping Cough		

### Allergy Prevention

Families are expected to notify us regarding children's food, drug and environmental allergies. Families of children with diagnosed allergies are required to provide a letter from their child's health care provider detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the office and classrooms.

## Medications

All prescription medications in their original containers should be handed to a school caregiver with specific instructions for administration. Medications should never be left in a child's cubby or countertop.

**We only administer prescription medication** requiring a completed form signed by the parent. The label on the medication must match the written instructions shown on the signed parent form. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician.

## Communicable Diseases

When an enrolled student or an employee of the center has a (suspected) reportable disease, it is our responsibility to notify the local Board of Health or Department of Public Health.

We will notify families about exposure so children can receive preventive treatments when appropriate. The following illnesses are considered communicable diseases.

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophiles Influenza
- Measles (Including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital & Non-Congenital
- Tetanus (including suspect)
- HINI Virus
- Any cluster/outbreak of illness

## Injuries

Safety is a major concern in childcare and daily safety inspections are conducted 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 leg). You will receive an accident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be notified immediately. Each classroom is equipped with a first aid kit meeting state regulation.

## **Medical Emergencies**

1. Teacher or caregiver will immediately tend to the child's needs by first assessing the child and the seriousness of the injury.
2. Parents will be notified by the Director or caregiver and a 911 call may be placed if deemed necessary.
3. If an ambulance needs to be displaced, a member of the team will accompany the child to the closest hospital. Parents are responsible for health coverage if a fee is charged.
4. Accident reports will be completed by the caregiver and reviewed by the Director before given to the parent.
5. A thorough investigation of the incident will be conducted within 48 hours of the incident.
6. If necessary, a meeting with the parent, caregiver and director will take place after the investigation has been completed along with a written action plan to correct the situation within the next 2 weeks.

## **Biting**

Biting is normal stage of child development that is common among infants and toddlers- and sometimes even among preschoolers. When biting happens, our response is to care for the child that was bitten and to help the biter learn a more developmentally appropriate behavior. Our focus will be on redirecting behavior and not on punishment for the biter. We will work together with each of the families involved to keep them informed and develop strategies for change. If biting becomes excessive, a parent conference will be mandatory to discuss strategies to help the biter at school and home through this developmental phase.

## **Discipline/Child Abuse**

Any staff person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, humiliation and or frightening treatment, or any other kind of abuse, neglect, or exploitation by any adult or caregiver, is required by state law to report such allegations to the State Central Registry Hotline (1-877-NJABUSE/652-2873) immediately.

## **Suspected Child Abuse**

All employees of the Middlesex Baby Spa, LLC are mandated by law to report all observations of child abuse or neglect to the appropriate state authorities. If we have reasonable cause to believe that a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might

have occurred, we must notify child protective services. The child protective service agency will determine the appropriate course of action and may investigate. It is then the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

### **Prohibited Items**

To protect all children and families smoking, illegal substances and weapons are prohibited on the premises at any time. The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment are designated as non-smoking areas. Any dangerous object which can inflict bodily harm is not permitted on the premises at any time. This policy applies to visible or concealed weapons.

If this policy is violated the police will be called and the person or persons will be removed from the center.

### **Release of Children**

A child may only be picked up by a parent/guardian or any other person designated in writing or phone call by the parent/guardian. Person designated as authorized pick-ups may also assume responsibility for the child in the event of an emergency in which the parent can't be reached.

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

### **Fire Safety**

Our center obtains a valid fire safety inspection certificate issued by the municipality in which it is located. The fire evacuation plan and drill is reviewed and practiced with the children and staff on a monthly basis.

## **Center Policies**

Our center policies are reviewed quarterly and updated annually. New policies and manuals will be distributed yearly. All center policies are available for review upon request. To view the center policies, please contact the center director.

# APPENDIX

## Expulsion Policy

**Child's Name:** \_\_\_\_\_

The State of New Jersey has instructed us to provide you with the following information:

There may be situations that may require the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parent/ guardian, in order to prevent this policy from being enforced, the following are reasons why we may have to expel or suspend a child from our center:

### Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward staff in front of enrolled children
- Unsuccessful resolution of an issue where more than one child from the family is enrolled in the program and the parent decides to remove one child but leaves the others in care.... All children from a family must un-enroll at the same time
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

### Parental Actions for Child 's Expulsion

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

### Child's Actions for 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

**Parent Signature:** \_\_\_\_\_

## Information To Parents Document

In keeping with the NJ licensing requirements, we are obligated to provide all parents of enrolled children with this informational statement. Highlights of the statement include:

1. Your right to visit the center at any time without having to secure prior permission
2. The center's obligation to be licensed and to comply with licensing standards
3. The obligation of all citizens to report suspected child abuse /neglect/ exploitation to the State's Division of Youth and Family Services (DYFS)

Please read this statement carefully. If you have any questions, please contact the center Director.

Please complete and return this portion. (Please print)

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

I have read and received a copy of the Information to Parents Document prepared by the Bureau of Licensing in the Division of Youth and Family Services. (DYFS)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J. A.C. 10-122) every licensed childcare center in New Jersey must provide 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 Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask the director. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at (609)292-1021 or (609) 292-9220. Of course, we would appreciate your bringing concerns to our attention, too.

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

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State Licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during 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 DYFS inspections/investigations. DYFS staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing or special event away from the center, and must obtain prior written consent before taking a child on each trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by an adult, whether working at the center or not, is required by State law to report the concern immediately to the Division of Youth and Family Services' office of Child Abuse Control, Toll -Free at (800)792-8610, or any DYFS District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting the Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

## Policy on the Management of Communicable Diseases

If a child exhibit any of the following symptoms, they must stay at home. If such symptoms occur at the center, parents must be notified to pick up and the child may be removed will be removed from the group until the parent arrives.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected or untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom free for 24 hours or has a healthcare provider's note stating that the child is no longer poses a serious health risk to themselves or others, the child may return to the center.

### Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the center without a healthcare provider's note. All diseases listed are reported to the health department by the center.

Respiratory Illnesses- Chicken Pox/German Measles/Hemophilus Influenza/Measles

Meningococcus/Mumps/Strep Throat/Tuberculosis/Whooping cough

Gastrointestinal Illnesses- Campylobacter/Escherichia Coli/Giardia Lamia/ Salmonella/ Shigella

Contact Illnesses- Impetigo/Lice/Scabies/ Shingles

All parents will be notified in writing if any of the excludable disease are found at the center.

## Policy On the Release of Children

Each child may be released from the center only to the child's parents or person's authorized by the parent to take the child from the center and to assume responsibility for the child's safety in an emergency if the parent cannot be reached. Proper identification (i.e., Driver's license) must be provided at the time of pickup.

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

If the parents or person authorized by the parent fail to pick up the child at the time of our daily closing, the center shall ensure that:

1. The child is always supervised
2. Staff members attempt to contact the parent or persons authorized by the parent
3. If after more than 2.5 hours, and the child has not been picked up and the staff member cannot continue to supervise the child the staff member shall notify the center director and call the 24-hour child abuse hotline at 1-877- NJ-ABUSE (1-877-652-2873) to seek guidance and assistance in caring for the child until the parents or persons authorized by the child's parents is able to pick up the child.

If the parent or persons authorized by the parents appears to be physically and/or emotionally impaired to the extent that, the director and /or staff member feels that the safety of the child may be in jeopardy if released to such an individual, the center shall ensure that:

1. The staff member will attempt to contact the child's other parent or an alternative persons authorized by the parents
2. A child will not be released to such and impaired individual
3. If the center is unable to make alternative arrangements a staff member shall call the 24-hour child abuse hotline (1-877-652-2873) for assistance in caring for the child.

## Parent Handbook Acknowledgement

Please put a checkmark in each circle acknowledging that you have read and understand the policies stated within each section of the Parent Handbook. Please detach this page and return it to the center prior to enrollment.

- About Us
- Communication & Family Partnerships
- Curriculum & Learning
- Tuition & Fees
- Attendance & Withdrawals
- Drop Off & Pick up
- Personal Belongings
- Nutrition
- Health & Safety
- Emergencies

Additionally, please put a checkmark in each circle acknowledging that you have read and understand the following policies located in the body of the Parent Handbook and the Appendix.

- Expulsion Policy
- Information to Parents Document
- Policy on the management of Communicable Diseases
- Policy on the Release of Children

This Handbook may be updated from time to time, and notices along with new or revised policies will be provided in a timely manner.

Thank you for your cooperation.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_