

Family Handbook

School Year 2022 - 2023

(Revised May 2021)



Education with Heart

“Guiding Little Citizens for Our Future World”

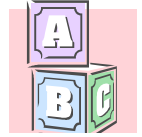
Jin-A Child Care Center

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*Originally drafted by Mrs. Christine Brunkhorst
Revised and Updated by Jin-A Staff (Dec 2020)*



1) PHILOSOPHY AND GOALS

Jin-A Child Care Center (“Jin-A” or “JCCC”) strives to provide a safe and happy learning experience in a God-centered environment for all children attending. We welcome children from all cultures, races and religions and care for them with love and respect. Jin-A Child Care Center is part of Jin-A Child Care Center, Incorporated, which is a nonprofit organization of HSA-UWC.

Our philosophy is based on a multi-religious approach that honors and respects all faith traditions and emphasizes our commitment to traditional family values. Seeking to celebrate what we have in common, we emphasize a wonderful blend of basic principles and values found in all religions. This philosophy provides the foundation for each child and staff member to grow, live and pray in his own faith, in harmony with other faiths and cultures.

Our unifying goals are the virtues of love, faith and hope as the basis for loving and caring relationships within our Center. It is also important for us to mention that, while Jin-A Child Care Center affirms a strong emphasis upon traditional family values, it does not in any way discriminate against children being raised in nontraditional families. In general, Jin-A makes every effort to love, serve, and honor all children and all parents.

CHARACTER EDUCATION

The first five years of a child’s life are the most important in development and learning. At Jin-A Child Care Center we believe that education is for the **whole child — mind, body, spirit and heart**. We believe that children learn from teachers, from each other and through materials and play equipment. All our programs feature fun, developmentally appropriate lessons and activities, which are intended to foster in each child:

- Good character, positive emotions and social skills
- Cognitive and physical development
- Positive self-esteem and self-expression
- A deep, abiding love for God, others, and the world

Jin-A is a safe, healthy and happy place. Our culturally diverse staff provides a wealth of age-appropriate educational and social experiences to help each child develop a broad mind and a deep heart. They communicate with children whose first language is not English (and who is otherwise an English Language Learner [ELL]) by using home language, gestures, sign language and pictures. **(NAEYC 10E.5)**

FAITH-BASED EDUCATION

God's love and concern for each of us as His children is an underlying and integral part of the teaching approach of the staff. Jin-A Child Care Center provides a loving and caring atmosphere with daily prayer and religious education through a nonsectarian approach. We foster in each child his or her relationship with God and family, respect for others and love for the creation. Jin-A does not discriminate on the basis of race, religion, color, nationality or ethnic origin, in the admission of children, in the employment of staff, or in the administration of policies. (See Religious Education at end of Handbook or at www.jinaschool.com)

2) ORGANIZATION OF JIN-A

Jin-A Child Care Center, Inc. is a religiously affiliated, nonprofit corporation [501(c)(3)] dedicated to the education of children and families. As an NAEYC-accredited school for the past 10 years, Jin-A maintains high quality standards based on the latest research for early childhood education. The Board of Directors, who meet twice a year, review and approve policies, budget and plan the fiscal year, and oversee Jin-A Child Care Center. The board has written policies defining their roles and responsibilities.

Jin-A Child Care Center is licensed by the State of New Jersey Department of Children and Families for children age six weeks to 13 years (License# 16JIN0001). A copy of the Manual of Requirements for Child Care Centers (Chapter 122, the official licensing regulations) is available in our office and on the Web.

OUR TEACHERS

Our teachers are especially chosen for their dedication to meeting the developmental and educational needs of children. All teachers are CPR-, AED- and Basic First Aid-Certified, background-checked, and meet the educational qualifications set by the licensing agency. Teachers are required to complete 20 hours of continuing education per year. Teaching staff undergo regular training for ongoing child assessments.

(NAEYC 4E.4)

Jin-A teachers and supervisors pursue ongoing formal professional development to support positive and responsive relationships and interactions that are warm and nurturing.

HOME-TO-SCHOOL COMMUNICATION

At Jin-A, we feel that daycare should be an extension of the family learning experience. In order to fulfill our goal to provide the kind of care and education you want for your child, we feel you should be involved every step of the way. That's why we encourage you to visit anytime, join us for field trips or special events, send us a note, and call us or communicate via e-mail (jinaschool@verizon.net). Your feedback is valuable in helping us to continually improve.

Jin-A will communicate with you primarily via e-mail. Hardcopies are sent home at parental request. Communication will address changes in policies or procedures, safety, classroom themes and activities, behavioral issues, special events, fundraisers, results of screening or assessment and requests or concerns of parents and teachers.

Policies concerning important aspects of Jin-A Child Care Center are posted on our website (www.jinaschool.com) for you to review. School closings and emergency communication are also posted on our website and sent as an e-mail and text message to parents. Other resources and links are provided throughout the year.

If differences arise between families and program staff, Jin-A staff will provide time to share differing perspectives and help to provide a resolution that accommodates the parents if possible.

BLACK BAG

The black bag is used to facilitate two-way communication between staff and parents. A daily (for Toddlers) or weekly (for Pre-K and KG) report and photos are sent electronically.

SCREENING

All children will be screened using the ASQ-3 (Ages and Stages Questionnaire). It provides information about the developmental status of children in five developmental areas — communication, gross motor, fine motor, problem-solving, and personal-social. The questionnaire is given to parents within 6 weeks of enrollment or the beginning of the school year. Children who enroll in the summer program will not be screened. Parents will meet with the Head Teacher to discuss results.

Optional screening for vision, hearing and dental, etc. will be offered during the school year.

ASSESSMENTS

Jin-A Child Care Center uses formal and informal assessment tools to get insights into the milestone developments of each child. In line with our educational philosophy to educate the “whole child,” our assessment tools address the different areas of the child’s development and the curriculum learning goals. (See the Assessment Policy at end of Handbook or at www.jinaschool.com.)

PARENT-TEACHER CONFERENCES

Parents are required to come for a parent-teacher conference after the first trimester. The second and third trimester parent-teacher conferences are optional unless otherwise indicated by the teacher.

JIN-A PARENTS ASSOCIATION

In order to facilitate parent involvement, we have formed the Jin-A Parents Association (JPA), offering various committees that parents can join. All parents are encouraged to be actively involved in the JPA. The JPA coordinator is a volunteer from among the parents, and becomes an advisor to the Administration. Each class has a class parent who serves as a liaison between the parents and our staff. Jin-A aims to establish supportive relationships among families and solicit feedback and suggestions for improvement. All parents are required to attend the Back to School Night. Classroom presentations, social gatherings, celebrations, festivals, open houses, committee meetings or class mothers’ meetings (each class has a class mother) are not mandatory, but are encouraged. All parents are invited to help with periodic fundraisers, classroom enrichment and other activities that support the education of our children.

According to the Feedback of the parents and scholarly articles <https://psycnet.apa.org/record/2013-41057-015> stress factor in urban environments has risen and is affecting the mental health of young children. Also when both parents work the stress level increases. Jin-A therefore has designed programs to combat stress by: (1) including mindfulness and providing teachers and parents with mindfulness resources and training, (2) Jin-A therefore has included in the program yoga practices, and (3) Jin-A continues to include Nature and outdoor projects in our program. **(NAEYC 7A.3)**

If parents are English Language Learners (ELLs), we will provide translators to communicate policies or procedures as resources allow.

REFERRING A FRIEND

We would love for you to tell your friends about Jin-A Child Care Center. Invite them to our Spring Open House or make an appointment for a tour. When family friends enroll, it’s even more fun for your child and helps strengthen the sense of community at our Center. You may pick up additional Jin-A brochures for your friends at our office.

TODDLERS PROGRAM

1 – 2½ Years Old (*WALKERS ONLY*)

Our Toddlers program creates a loving and caring environment for each child. The focus is on fulfilling the very young child's need to be nurtured and cared for by loving adults. We provide great care and individualized attention, focusing on each child's need for a feeding and sleeping schedule. A variety of learning materials and activities encourage development of small and large muscle skills. Our curriculum introduces games and stories to engage the children in language and conceptual learning. Children are also guided to acquire self-help skills to foster independence and confidence — for instance, through feeding themselves and changing their own shoes. We give parents a daily written report about feeding, toileting and sleeping.

PRE-KINDERGARTEN PROGRAMS

YOUNG CHILD PROGRAM

Younger Pre-K: 2½ – 3½ Years Old

This Pre-K program gives the young child a beginning awareness of and familiarity with the many learning materials and activities that Jin-A has to offer. At this age, being in a group may be a new experience, and learning to make relationships is a main focus. Children are also encouraged to express themselves in language rather than merely act out their feelings. Children often become ready for potty training at this age and teachers work with parents to develop successful toileting skills in an encouraging and non-punitive environment.

PRE-KINDERGARTEN PROGRAM

3½ – 5 Years Old

This Pre-K curriculum prepares children for kindergarten and includes more emphasis on the building blocks for reading and writing as well as fundamentals for math. It is implemented through individual attention, as well as opportunities to participate in group activities and small group lessons. Through their experiences, children begin to learn ways to work together, resolve differences, be creative, work on projects, and find solutions to challenges.

KINDERGARTEN PROGRAM

Jin-A Kindergarten is a registered, nonpublic school program that meets the 180-days requirement of the State Department of Education. Full programs of academic subjects help children learn to read, write and master basic math concepts. The curriculum also encourages analytical skills in science and promotes exploration of moral questions through character education. Our Kindergarten class has a high teacher-to-student ratio and the children benefit from one-on-one attention and lessons that meet their individual needs.

ADDITIONAL PROGRAMS

Parents may choose to have their children attend additional enrichment programs in art, music, swimming lessons and other disciplines at an additional cost. For more detailed information, contact our office.

SUPPLIES

Items listed below must be provided from home. **All belongings must be conspicuously labeled in permanent ink.** Jin-A is not responsible for any belongings not labeled. The staff will do their best to keep track of each child's belongings, but parents are asked not to send a child with valuable items or dressed in their best clothing.

Every child needs:

1. A nutritious lunch with drink and utensils in an insulated lunch box
2. Two complete changes of clothing
3. Two blankets (one to sleep on and one to be covered by) in a zippered bag
4. Inside shoes
5. Black Bag (Jin-A will provide)

Additionally, Toddlers need (according to their habits and development):

1. Breast milk, formula, milk or milk substitutes sent in daily (Pasteurized milk and other drinks can be served to children about 1 year old.)
2. Baby foods, cereals, or special meals, feeding bowls and utensils (**Please label all items with the child's name.**)
3. A pack of disposable diapers and wipes

LUNCH

The child must bring a simple, adequate, ready-to-eat nutritious lunch in an insulated lunch box. Each lunch should come with a drink, utensils, and napkin. Keep the healthy nutritious guidelines in mind when selecting foods. Pack foods from at least four of the five food groups. (See <http://www.plate.gov> for ideas.)

Please use a good-quality thermos to send in food to be eaten warm. An ice pack must be placed in the insulated lunch box for perishable food. **NO CANDY PLEASE!** The child is asked to eat the food that is sent in, so the parent should judge the quantity and choice of food with the child's taste in mind, as well as healthy nutrition.

Parents may send in a toothbrush and toothpaste for children to brush teeth after lunch. Some classrooms where there are children with **nut allergies** are nut-free. *Check with the teacher before sending lunches with peanut or other nut products.*

FOOD ALLERGIES AND DIETARY RESTRICTIONS

Jin-A provides two nutritious snacks daily (see Snack Menu at www.jinaschool.com) and pure, tested well water. Test results are on file in the office. In preparing snacks, teachers take note of children's allergies and religious or dietary restrictions and offer food that all children can consume, or offer food alternatives.

BREASTFEEDING

Breastfeeding is supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines with the mother's schedule. Mothers who desire privacy for breastfeeding may use our library room to feed their babies. We accept and store breast milk that is labeled with name and date.

CLOTHING

One of the goals of Jin-A is to help children learn age-appropriate self-help skills. Clothing and shoes should be simple enough for children to manage independently. Clothing should also be durable and washable, since some activities can be rather messy. Footwear should be practical, fit properly, and be safe to run in. Rubber-soled shoes, such as sneakers with Velcro closures, are best; boots are preferred for cold or rainy weather. Each child should bring one pair of inside shoes and an extra set of clothing according to the season (underwear, socks, sweater, shirt, pants, etc.) in case a complete change of wet or soiled clothing is necessary. **All items should be labeled with the child's name.**

BLANKETS

Each child must have adequate bedding both for the child to sleep on and be covered by. Blankets cannot be too large because children will be encouraged to fold and put them away independently. Parents must supply a zippered bag that completely encloses the child's bedding. Children's sleeping bags are allowed as long as they can be easily and compactly stored in their own bag. Blankets will be sent home at the end of each week to be washed and must be returned at the beginning of the following week. Blankets should be suitable for the season: thin for hot weather, thick for cold. (In hot weather, a bath towel is practical for lying on.) If the child brings a pillow, it should be a small one. **All items should be labeled with the child's name.**



4) ADMINISTRATIVE GUIDELINES

INITIAL INTERVIEW

An initial interview is required in order to determine whether Jin-A will be able to meet the particular needs of both the child and the parents. The interview is also a good opportunity for the parent to visit Jin-A and to ask the staff any questions. Acceptance of a child into the program depends on available space. A two-week trial period is given for any new enrollee before acceptance into the program.

WAITING LIST

Every visiting parent fills out a visitation form, which also serves as the waiting-list document if Jin-A is fully booked. Parents are called back once a spot opens in the age range of their child.

REGISTRATION

Registration can be for 10 months, which is from the first day of the school year until graduation day. The year-round registration is for 12 months, including the summer. (See www.jinaschool.com for the calendar.) Please be advised that Jin-A is closed the last two weeks in August and reopens the day after Labor Day.

Once you have enrolled your child at Jin-A Child Care Center, a nonrefundable registration fee is charged every September to cover administrative costs. It is due on the first day of enrollment for each school year. For new families, a space at our school is reserved once the registration fee is paid and registration material is submitted. Documentation of a physical examination and current immunization status must be provided.

SUMMER REGISTRATION

July – August

The summer program is full of rich learning experiences, including special thematic units, Fun Fridays and water play for younger children and pool fun for older children. Swimming lessons can be arranged for an additional fee.

Children under 3 years old:

For children under three years of age, weather permitting, we will provide water play during the summer months. All water play is supervised by sight at all times and water-play equipment is sanitized daily.

Children 3-5 years old:

Children over three years and toilet-trained may use the in-ground pool under the supervision of certified lifeguards and/or accompanied by staff members. Our pool complies with provisions of the New Jersey Public Recreational Bathing Rules (N.J.A.C. 8:26).

Older Children:

Jin-A offers a summer program for older children that includes academic review and daily pool play. Depending on openings at our Center, older siblings and previous graduates (in 1st grade) have priority on a first-come, first-served basis. See the tuition schedule for the summer program on our website.

TUITION

Tuition is billed every two weeks (monthly for Kindergarten) and may be paid by check or cash. If paying by cash, please bring the payment directly to the office. Because operational costs do not vary with individual absences, illnesses, or vacations, individual adjustments in fees cannot be made. Prompt payment is expected.

Rates include 4 snow (emergency) days that need not be made up. A \$10 party fee is charged to cover the expenses of gifts and celebrations. Additional fees are charged for using the pool, swim lessons, and supplemental programs. Sibling discounts are available.

Please notify our office of any enrollment changes two weeks in advance. There is no refund or makeup time required for missed days in case of illness or holiday closings. There is no adjustment for absences of less than two weeks. For more than two weeks' absences, parents must inform Jin-A, in writing, two weeks in advance. Tuition will be reduced by half and the child's spot will be reserved.

Late pickup fees, starting 15 minutes after the pickup time previously agreed-upon by the parent, guardian or other authorized person, will be charged to parents *not registered for late care* and, for parents *registered for late care*, these fees will be charged starting at 6:00 p.m. (See "Extended Hours" on p. 12 for more information.)

Late payment fees of \$10 will be charged after five working days past due and \$20 after ten days past due. After four weeks of delayed payment, the child will not be able to attend Jin-A Child Care Center until all past due and present fees have been paid. Any outstanding tuition bill after two months of termination will be collected by a collection agency at your cost.

The tuition rate is subject to change. Upon approval by the Board of Directors, the Director of Jin-A will give parents at least a one-month written notice of such changes. (See www.jinaschool.com for Tuition Schedule.)

ABSENTEE GUIDELINES

When a child is absent from school, parents should notify the Jin-A office. A doctor's note is required for children who have excludable communicable diseases. (See the Absentee Policy at end of this Handbook or at www.jinaschool.com)

WITHDRAWAL

A parent who has to withdraw a child from Jin-A before the end of the school year should give written notice to the Director four weeks in advance. Parents are responsible for four weeks' tuition after the day of notification.

TERMINATION

Sometimes families or children may not be able to adjust to the Center's environment. Therefore, there is a two-week probation period upon a child's entering Jin-A. Jin-A and the parent have the right to discontinue the child's enrollment without explanation or penalty. (See the Termination Policy at end of this Handbook or at www.jinaschool.com)

BUILDING SECURITY AND ACCESS

For the safety of all children and parents, Jin-A Child Care Center is under surveillance by sight and sound. The video recording is in the office. (See the Release of and Waiver from Liability at end of this Handbook or at www.jinaschool.com)

Parents receive a key-fob on their child's start date. This allows access to the classrooms/playground during regular hours. Each key-fob is \$5 and can be purchased for other caregivers. If a parent forgets a key-fob, or a caregiver without a key-fob drops off or picks up a child, he or she must come to the office to manually sign in or out. Parents should not hold the gate open for adults who do not have a key-fob. (See the Arrival and Pickup Policy.)

TECHNOLOGY

At Jin-A Child Care Center, technology is used in the classroom to extend learning and to integrate and enrich the curriculum. Children are given the opportunity to build skills, using many forms of technology like recorders, microscopes, computers, and cameras. Screen time is limited to 30 minutes for every four hours at school. Children under 2 have no screen time. (See the Technology Policy at end of Handbook or at www.jinaschool.com)

TOYS AND PERSONAL ITEMS

Your child will be playing with fun, educational toys at Jin-A Child Care Center every day. Therefore, to avoid loss or breakage, we ask that you keep your child's toys or special personal items — such as candy, money, and jewelry — at home. Such items can present a danger to other children. Also, conflicts can arise because it is difficult for a young child to share possessions with large numbers of children.

Jin-A staff will not be responsible for any lost or broken personal items.

To avoid losing a favorite sweater or jacket, **label all clothing** that might be taken off or changed during the day, including bathing suits, towels and hats. We cannot be held responsible for lost items that have not been labeled with the child's name or for damaged clothing.

BIRTHDAY CELEBRATIONS

Each classroom will have one simple birthday celebration each month for any/all child(ren) born in that month. We will plan something fun like a special game or story. Parents and siblings may join the celebration.

TOILET TRAINING

Teamwork is the key to mastery during this very important phase in your child's development. Parents and teachers together decide on a developmentally correct time, after signs of readiness have been observed. One indicator of readiness is when your child remains dry for extended periods of time during the day or night. (Most children start toilet training around age 2.) If you feel that your child might be ready for toilet training, please talk to the child's teacher. (See the Toilet Training Policy at www.jinaschool.com)

CHILD ABUSE

Any suspicion of child abuse by parents or teachers must be reported to the NJ Department of Children and Families. NJ Child Abuse/Neglect Hotline number: 1-877-652-2873

5) HOURS AND HOLIDAYS

SCHOOL HOURS

Jin-A Child Care Center offers a variety of enrollment options including 2, 3, 4, or 5 days per week. Parents may choose to register for one of the following or a combination of the following:

Half-day	9:00 – 1:00
Full day	9:00 – 5:00
Extended day	7:30 – 6:00

EXTENDED HOURS

Arrangements for extended care service (before 9 a.m. and after 5 p.m.) can be scheduled through our office. (See tuition schedule for fees at www.jinaschool.com) If a child is left at Jin-A without making previous arrangements, additional fees will be charged, beginning 15 minutes after the pickup time previously agreed-upon by the parent, guardian or other authorized person. If a child has not been picked up by 6:30 p.m. and there has been no word from the authorized person or the emergency contact, Jin-A is obliged to call the NJ Child Abuse/Neglect Hotline. (For more details, see the Arrival and Pickup Policy on p. 24 of this Handbook, or at www.jinaschool.com)

HOLIDAYS

Jin-A Child Care Center is closed on the following holidays if they fall on a weekday: Labor Day, Thanksgiving Day, Christmas Holiday (12/25 and 12/26), New Year's Day, Presidents' Day, Good Friday, Memorial Day, and Independence Day.

SCHOOL CLOSINGS

Jin-A Child Care Center closes during the last two weeks of August for staff development and preparation for the new school year.

For Kindergarteners, we publish additional school closings in our yearly calendar.

In case of storm, flooding, heavy snow, power failure or other such emergency, Jin-A will generally close whenever public schools in the Clifton area are closed. You will be notified via Channel 5 News, our website, and e-mail. You can also sign up for text alerts.

The following notifications are defined here:

1. **School Closing:** Jin-A is closed all day.
2. **Delayed Opening:** Jin-A will open late, as announced.
3. **Early Closing:** Parents are asked to pick up children early, as announced. Please be prepared to walk up the hill on very heavy snow days.

PLEASE NOTE: There will be no makeup days for up to four snow days. There will be no refund, exchange, or rescheduling for missed days in case of illness, holidays, or emergency closings.

6) RELIGIOUS EDUCATION

INTER-FAITH/INTERRELIGIOUS APPROACH

Our religious goal is based on Unificationism, a blend of the basic principles of many religions, providing the foundation for each individual to live, grow, pray and practice his/her own faith, in harmony with other faiths. The virtues of love, faith and hope are our unifying goals and are the basis of loving and caring relationships.

We hope to foster love and respect for the environment, peers, family members, elders, and all people of the world, including their unique beliefs. Through popular and traditional stories, role-play, puppetry, activities, discussions, and reflections and songs, we present topics on caring, sharing, giving, helping, taking turns, making friends, self-esteem, courage, uniqueness, individuality, leadership, and other virtues. We invite parents to participate in our program by volunteering to share a brief presentation, story, craft or food from their faith.

Although children bring different beliefs from home, we treat them in a nondiscriminatory fashion, loving and respecting all as sons and daughters of the same God/Creator of the universe. Our focus is on educating to develop a loving heart for God and all humankind.

IMPLEMENTATION

- Provide a loving, peaceful, harmonious, inspirational environment where children can feel safe, loved and emotionally secure.
- Work on good conduct through character education. Character education goes hand in hand with religious education. We choose stories relating virtues, morals and ethics to the practical lives of children.
- Guide the children to treat each other kindly and make friends with each other. Constantly we encourage sharing, caring, working together, respecting each other and each other's privacy, comforting, communicating, taking care of the environment, properly greeting each other, etc.
- Reflective discipline: We help the children to change their behavior, their attitude and their heart. We help them to reflect on what they did and why. We discuss situations with the children, counsel them, give positive guidance and teach them problem-solving techniques.
- Include a spiritual/religious aspect in all subjects.

- Help the children to think about fundamental questions about life and the universe. We strive to foster in them a sense of wonder and excitement about God’s creation. We remind the children of the greatness of God’s creation and its laws and principles.

ROLE OF THE TEACHER

Supporter — Support what the children are taught at home. Inspire them to talk about and live the religious practices learned at home. Prepare the environment with multi-religious learning materials.

Facilitator of celebrations — Major religious holidays are discussed and celebrated. Parents are invited to give presentations about their religious and cultural traditions. We appreciate parents also sending in books and other visuals to share with our classes.

Mediator and unifier — Act as a peacemaker in dealing with situations that arise as a result of having a classroom of children with different religious backgrounds. Teachers will support and reinforce the virtues of love, faith and hope as well as the basic moral and ethical principles common to all world religions.

CHILDREN’S INVOLVEMENT

During morning circle time, the children and teachers may say prayers for each other, for our families, for people in need, and to thank God for all His blessings.

- Children listen to books, stories, and poems based on inspirational stories of the Bible or other religious books.
- Children are taught simple prayers, for example:
“Thank you for the world so sweet, thank you for the food we eat, thank you for the birds that sing, thank you, God, for everything. Amen / Aju.”
- Children may remain silent, have a moment of meditation, or recite any of their own prayers.
- Children and their families may present and celebrate in the classroom religious holidays that are representative of their background.

We welcome the input of all parents in improving our religious education program.

God bless you!
Peace! Shalom!
As-salaam alaikum!



7) PARKING GUIDELINES (UPDATED)

1. ALWAYS ASSUME THAT THERE ARE CHILDREN AROUND

As you are approaching or leaving a parking space, assume that others cannot see you, and keep eyes open toward children's safety first.

2. DO NOT LEAVE CHILDREN UNATTENDED

Please do not leave your child unattended in your vehicle or in the parking lot.

3. ESCORT CHILDREN ALL THE WAY TO OR FROM YOUR VEHICLE

Especially with groups of 2 children or more, have them stay together and move as a group. Look to find a staff member for assistance with larger carpooling groups.

4. MAINTAIN A SERIOUS ATTITUDE TOWARD SAFETY

The only way to avoid accidents is to be constantly vigilant.

5. DO NOT LEAVE YOUR ENGINE RUNNING (NAEYC 5A.25)

Do not leave your engine idling (unless needed in extreme heat or cold in order to maintain interior or engine temperatures).

6. TEACH CHILDREN ABOUT SAFETY AROUND VEHICLES

Encourage children to take care of each other in the parking lot.

7. PARK ONLY IN DESIGNATED SPACES.

Parents and staff (especially drop-off in the morning) should use available "marked spaces." Wait for an open space (if necessary) and be considerate of others who may be waiting for a space during busy times. Be patient and park safely.

8. AN URGENT MIND IS A KEY FOR SAFETY

Parents and staff (especially during pick-up in the evening) should always maintain an urgent attitude, but not to rush, when picking up children. As the parking lot becomes crowded with vehicles, staff, students and parents, accidents can happen.

9. AVOID WALKING BEHIND OTHER VEHICLES.

10. CLOSE THE PLAYGROUND GATE ALL THE TIMES.

11. SET YOUR PARKING BRAKE

12. TAKE YOUR KEYS WITH YOU

Pray for safety and thank you for entrusting your children in our care!

8) JIN-A EMERGENCY MANAGEMENT PLAN

SCHOOL CLOSING DURING “OFF HOURS”

Weather-Related Emergencies will be communicated before 6:30 a.m.
Please check for updates on our website when snowstorms are predicted.

- a. Posting on our website: www.jinaschool.com
- b. E-mail
- c. Text message

In case we lose telephone lines for the school, you may also call:

Lincoln LaGrotteria, President / Executive Director **Cell # (201) 281-0445**

EVACUATION DURING “SCHOOL HOURS”

- a. We will call you for unexpected emergency closings: Please have your Emergency Contacts updated, so someone else can pick up your child! Please come on time for weather-related early closings. (Clifton roads get very bad.)
- b. We have three buildings on the premises for shelter in case we need to evacuate one building. The back-up evacuation shelter is:

The VFW
491 Valley Road
Clifton, NJ
Tel: (973) 523-9762

- c. In case you are unable to pick up your child, please do not panic! We will stay with your children until you can arrive safely. We have emergency supplies like food, water, flashlights, and blankets.
- d. FAMILY REUNIFICATION PLAN

Shelter locations and contact phone numbers are left on notes on the main entrances and posted on JCCC website. Local officials are informed. Teachers/administrators with cell phones will send out text messages to parents.

- e. We conduct monthly evacuation and safety drills.
- f. Please make your own evacuation and family reunion plan.

9) HEALTH AND SAFETY POLICY

MEDICAL EXAMINATIONS

By law, medical examinations and immunizations are a pre-requisite, provided by the NJ Department of Health. A person who has not received the recommended number or types of vaccines for his or her age according to the current national and local immunizations schedules (AAP) will be considered under-immunized and excluded from attending Jin-A. **(NAEYC 5A.14)**

Additionally, a **Health Record** completed by a licensed physician must be submitted to Jin-A upon enrollment. An **Asthma Action Plan** and an **Allergy Action Plan** must be submitted, describing any allergy in detail (for example, also specifying prescriptions for EpiPen, Benadryl, or other medications). **(NAEYC 10D.10)**

However, under Chapter 14, Regulation 4 of the New Jersey State Sanitation Code regarding immunization of pupils in schools, Jin-A requests all pupils who seek to begin daycare or pre-school under-immunized, that the **Religious Exemption Form** be completed with an additional document stating the family's desire and under said exemption. **(NAEYC 5A. 13)**

CONFIDENTIALITY

All medical records are kept in the office in a locked cabinet but are immediately available to administrators and parents. With the parent's or legal guardian's permission, information will be shared with the teachers, emergency contacts, and regulatory authorities upon request. **(NAEYC 10D.6)**

ILLNESS

In order to attend Jin-A on any given day, your child must be well enough to participate in the full program, including outdoor play.

A child must be **free of fever (without having taken any fever-reducing medication)** in order to attend.

A parent who is unsure of a child's health (e.g., if an illness is especially severe or prolonged) is urged to contact a physician. Any sickness, injury, or other incident affecting the health or well-being of a child must be reported to Jin-A. Jin-A is obligated to report to the Clifton Health Department any occurrence of certain diseases.

ADMINISTRATION OF MEDICINE

Current standards strongly advise against child care centers administering medicine. Therefore, we recommend that parents personally administer any medication to children at home. Or, parents may stop by our facility to administer necessary medicine. Jin-A staff will not administer medication unless a child would be unable to attend school for an extended period without receiving **a medicine prescribed by the child's physician** during school hours. **(NAEYC 5A.21)**

Any such case must be approved by the Director and parents must complete a Medication Authorization Form and a signed prescription form. Medicines will be kept locked in the office. (See the Medication Policy at end of Handbook or at www.jinaschool.com)

MEDICAL HOME

Parents are advised of having a medical home where one primary care facility has their child's records. If they do not have healthcare insurance, they may seek assistance from NJ Family Care's statewide healthcare system.

COMMUNICABLE DISEASES

- Severe pain or discomfort
- Acute diarrhea (bowel movement is watery two or more times)
- Two or more episodes of acute vomiting
- Red eyes with discharge
- Difficult or rapid breathing
- Skin rashes or signs of severe allergies
- Severe coughing or sore throat
- Infected, untreated patches of skin
- Visibly enlarged lymph nodes
- Blood in urine or stiff neck

The Center shall not permit a child, parent, visitor, or staff member with either a **Communicable Disease** or an **Excludable Communicable Disease (NAEYC 6A.8)** to remain at the Center. A more extensive list is available at: https://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf Parents will be called to pick up their child. Upon return, the following are required:

- A note from a licensed physician ("back-to-school note") is submitted stating that the child, or staff member, has been diagnosed and presents no risk to him/herself or to others
- The child, or staff member, has been symptom free for 24-48 hours
- The child, or staff member, has been fever free for 24 hours without fever reduction medication.
- Any additional recommendations from the Director are fulfilled

EXCLUDABLE COMMUNICABLE DISEASES

- Chickenpox
- Coronavirus (COVID-19)
- German Measles
- Mumps
- Meningococcus
- Scabies
- Measles
- Strep Throat
- Tuberculosis
- Whooping Cough
- Hemophilus Influenza
- Impetigo
- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigella
- Lice



A nurse from the Clifton Health Department is available at our Center periodically. At the beginning of the school year, the nurse checks all our children's immunization records. For the Kindergarten program, the nurse gives vision and hearing screening and general health checkups. In case of a lice outbreak, the nurse checks all the children in the child's class.

EMERGENCIES

If, while at the Center, a child develops a fever of 100°F or higher, seems overly tired and listless or shows signs of a **communicable disease** (see list above), a First Aid-trained staff member or the Director will check the child, and the parent will be notified and asked to take the child home. If a parent cannot be reached, we will call the emergency contact and expect the contact person to assume responsibility to pick up the child. Please be sure your emergency contact person is aware of this.

Jin-A staff will administer fever-reducing medication (e.g., Tylenol) ONLY if an Emergency Medication Plan has been provided. (Form available at www.jinaschool.com)

A completed **Medical Authorization Form** is required at registration which will be used in case of emergencies. The parent must notify Jin-A if there is any change in the information on the form — such as telephone number, employer, insurance information or ongoing need for medication. (See the Medication Policy at end of Handbook or at www.jinaschool.com)

EPIPEN

It is our policy to call 911 in case of any severe allergic reaction (e.g., to a bee sting). Parents of children who have been previously diagnosed with severe allergic reactions should provide a prescribed EpiPen to be stored at the Center. It is very important to report any known allergies to the Administration with an Allergy Action Plan. All staff are trained to administer the EpiPen® and AUVI-Q® and comply with the child's Allergy Action Plan. **(NAEYC10D.10)**

SAFETY

Any kind of safety concern, indoors or outdoors, should be reported to the Administration.

10) FOOD SAFETY POLICY

Jin-A is committed to ensure food safety in its provision of snacks and meals when applicable. Safe steps in food storage, preparation and serving are essential to prevent food borne illness. All staff following the following food safety policy to ensure the health and safety of all the children at our center. **(NAEYC 5B.3)**

While shopping, please use the following guidelines:

- Do not buy food past "Sell-By," "Use-By," or other expiration dates.
- **Do not buy raw meat or fish. We do not prepare or serve it at our center.**

Guidelines for food storage:

- Always refrigerate perishable food within 2 hours (1 hour when the temperature is above 90 °F).
- The refrigerator should be at 40 °F or below and the freezer at 0 °F or below.
- Refrigerator and Freezer should be cleaned out once a week.
- Items past their "use by" or "best before" or "expiration" date should be thrown out. **(NAEYC 5B.4)**
- In general, high-acid canned food such as tomatoes, grapefruit, and pineapple can be stored on the shelf for 12 to 18 months. Low-acid canned food such as most vegetables will keep 2 to 5 years — if the can remains in good condition and has been stored in a cool, clean, and dry place. Discard cans that are dented, leaking, bulging, or rusted.
- Sippy cups shall be labeled with the child's name (licensing)

Food preparation guidelines:

- Always wash hands with warm water and soap for 20 seconds before and after handling food. Wear gloves when handling food. (See Hand Washing Policy)
- Clean and disinfect kitchen surfaces.
- Thoroughly wash all fruits and vegetables prior to **eating (NAEYC 5B.8)**
- Do not cross-contaminate, by preparing food on surfaces or with utensils which are unclean or have been used in the preparation of other food.
- Cutting boards, utensils, and countertops should be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- Never use plastic or polystyrene (Styrofoam) containers, plates, bags or wraps when microwaving children's food or beverages. **(NAEYC 5B.9)**
- When preparing food, staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in or eating off cooking utensils. This particularly relevant when children are involved in cooking activities.
- Any cuts, spots and sores on the hands and arms must be covered completely with gloves. Staff should check children's hands before they participate in activities involving food.

Serving

- Always wash hands with warm water and soap for 20 seconds before and after handling food. Wear gloves when handling food. (See Hand Washing Policy)
- Hot food should be held at 140 °F or warmer. Cold food should be held at 40 °F or colder.
- Liquids and Foods hotter than 110°F must be stored in a high place out of children's reach.
- Food shall not be shared among children using the same dish or spoon (licensing)
- Older infants shall not carry bottles, sippy cups or regular cups with them while crawling or walking (licensing)

Leftovers

- Discard any food left out at room temperature for more than 2 hours (1 hour if the temperature was above 90 °F).
- Place food in shallow containers and immediately put in refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Food left uneaten in a dish shall be discarded (licensing)
- Unused portions of food shall be labeled with the child's name, date, and type of food. The food shall be stored in the refrigerator, returned to the parent or discarded with the parent's consent. All unused food shall be discarded if not consumed by the end of the day.(licensing)

Food not permitted:

For safety and health reasons, Jin-A Child Care Center **does not permit** the following foods to be served:

- Foods containing ingredients that another classmate is severely allergic to.
- Soda and other sugar sweetened or artificially-sweetened beverages (licensing)
- Candy

Children under the age of 4 years-old should not be served the following foods due to choking hazards:

- hot dogs, whole grapes, nuts, popcorn, raw peas, hard pretzels, nuts and peanuts, chunks of raw carrots, or large pieces of meat.

11) MEDICATION POLICY

Background:

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses or special health needs for whom a plan has been made and the plan has been approved by the Director. Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff and having medication in the facility is a safety hazard. Administration of medication requires clear, accurate instruction and knowledge of why a child needs the medication. This policy applies to all medication for any child within the facility.

Procedure:

1. Medication Authorization (Form)

- All prescription and nonprescription medication given in child care require a written authorization from the health provider, as well as parent written consent.
- The instructions (outlined on the form) must include:
 - Information regarding the medication
 - Reason for the medication
 - The specific time of administration
 - The length of time the medication needs to be given.

2. Procedure:

- First dose should be administered at home to avoid problems or allergic reactions
- All medication needs to be brought in the original **labeled** container with the proper measuring tool:
 - the child's first and last name
 - the name of the medication
 - date prescription was filled (prescription only)
 - name of the health professional who wrote the prescription (prescription only)
 - medication expiration date, storage information
 - instructions on administration: dosage amount, frequency, and specific indications for "as needed"

3. Medication will not be given if it is:

- Not in the original container
- Beyond the date of expiration on the container
- Without written authorization
- Beyond expiration of the parental or guardian consent
- Without the written instructions provided by the physician or other health professional legally authorized to prescribe medication
- For non-medical reasons
- Not prescribed for the child (even sibling)

4. Receipt, Storage, and Disposal:

- All medications brought in to the center will be given to the office for review and approval.
- Medications will be stored in a locked cabinet in the Jin-A office. Emergency medication will be stored in the child's classroom (un-locked, but inaccessible to children).
(NAEYC 5A.21)
- Before administering, medication is checked for expiration date.
- Non-prescription diaper creams shall be stored out of reach of children but are not required to be in locked storage

- Any medication remaining after the course of treatment is completed or authorization withdrawn will be returned to the parent or discarded.

5. Emergency Medication Plan (Form):

Jin-A recommends that a health care provider give a standing prescription/instructions for Acetaminophen and Benadryl (provided to the office by the parent) in case of recurring problems or emergency situations. A child may only receive medication with the permission of the child's parent or legal guardian and health care provider's signature.

The instructions (outlined on the form) should include:

- the child's first and last name
- the name of the medication
- the dose of the medication
- how often the medication may be given
- the conditions for use
- any precautions to follow
- potential side effects

Training:

1. Only staff who has documentation of medication administration training can administer medication, except emergency medication. **(NAEYC 5A.20)**
2. A staff member trained in medication administration will be on site at all times when children are present.
3. All staff members are trained in Epi-Pen administration.

Documentation and Communication to Parents:

1. The parent or guardian will be contacted via telephone to pick up their child immediately if the child's symptoms include a fever above 100°F, vomiting, diarrhea, or anything considered an emergency. If a parent cannot be reached right away, or cannot pick up their child right away, and the consent form is signed, medication will be administered.
2. A medication log will be maintained in the child's file by the facility staff to record any time prescription or over-the-counter medication is administered by Jin-A staff.
3. The child's name, date, time, amount and type of medication given and the name and signature of the person administering the medication shall be recorded for each administration.
4. No documentation will be required when sunscreen or diaper creams are applied to children.
5. Parents will be notified by phone within 1 hour of the incident in cases of head injury, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention. If someone does not pick up the phone, the parent will be sent a text message and an e-mail.

Medication Error:

1. In the event of a medication error, the appropriate first aid or emergency action will be taken.
2. Director, parent/guardian, and as needed, the nurse or physician will be notified.
3. A medication error and an incident report will be prepared.

12) RELEASE OF AND WAIVER FROM LIABILITY

This Release of and Waiver from Liability (“Release”) is executed by the parent(s) in favor of Jin-A Child Care Center, Inc., their directors, officers, employees, and agents for the installation of visual surveillance (cameras) and audio surveillance (microphones) on the premises located at **Jin-A Child Care Center, 77 Jay Street, Clifton, NJ 07013.**

1. **Release and Waiver:** The parent(s) hereby release and forever discharge and hold harmless Jin-A Child Care Center from any liability, loss, cost and expense (including, without limitation, attorneys’ fees and costs) arising from or connected with the installation of the visual surveillance and the audio surveillance at Jin-A Child Care Center, 77 Jay Street, Clifton, NJ 07013. This release includes, but is not limited to, any claim arising out of or connected to accusation of eavesdropping, wiretapping, or of privacy infringement.
2. **Assumption of Risk:** The Director of Jin-A Child Care Center has posted all necessary signage at the site (77 Jay Street, Clifton, NJ 07013) advising that the premises are under audio surveillance and video surveillance (one camera and microphone in each classroom and two cameras on the playground). Upon signing the Enrollment Agreement (see information packet), you are confirming the acknowledgement of the presence of the audio and video surveillance equipment on-site, which will be used by administration for supervision and documentation. Parents are not permitted to view or review footage.
3. **Execution:** Upon signing the Enrollment Agreement, you acknowledge that you will also inform other family members, or authorized person(s) who pick up your child, about the surveillance at Jin-A Child Care Center.

Upon signing the Enrollment Agreement, you declare that you have read this Release and its contents of your free will and accord. The laws of the State of New Jersey govern this Release of and Waiver from Liability.

13) ABSENTEE POLICY

(GNJK 3.3.6)

When a child is absent from school for any reason, parents should notify the office. If a child is absent for 2 days without notification, the office will call the parent or guardian to inquire.

Parents must inform Jin-A immediately if a child is diagnosed with a communicable disease. The child must be accompanied by a Doctor’s note of good health before returning to school.

Absences will be noted in the Kindergarten Report cards.

There is no tuition adjustment for sick leave or other absences of less than 2 weeks. In regard to absences for more than 2 weeks, parents must inform Jin-A, in writing, 2 weeks in advance. Tuition will be reduced by half and the child’s spot will be reserved.

Parents are responsible for payment until they give notice or until Jin-A discontinues enrollment.

14) ARRIVAL AND PICKUP POLICY

Each day a parent, or a person authorized by the parent on the registration form, must use their electronic key (fob) during arrival and pickup to sign in and sign out their child. All children must be accompanied to the classroom. The staff member who is the child's principal caretaker must be verbally informed of the child's arrival and departure. **(NAEYC 10D.7)**

Parents must notify the Center if arrangement is made for someone else to pick up a child. We will not release a child to someone not authorized on the registration form without notification. The person must report to the office, present a photo ID and manually sign the child out on our log.

Late Pick-Up

Parents are obligated to pick up their children according to their enrollment schedule. Any time a child remains at school beyond their scheduled hours, a late fee will be charged. Under no circumstances, except in an emergency, should you expect child care after 6:00 p.m. However, we assure you that if your child(ren) are not picked up by the stated times, they will be supervised while we take steps to notify you or the authorities. A child's enrollment will be reconsidered if parents do not cooperate fully with these guidelines. If your child is not picked up by 6:00 p.m., and we have not heard from you, we will try to reach you or the person whom you have indicated on the Registration Form to contact in case of an emergency.

If an arrangement to pick up your child has not been made by 6:30 p.m., and we have not heard from the parent by then and/or have not been able to reach you or the emergency contact, we will notify the NJ Division of Child Protection and Permanency (formerly, Division of Youth and Family Services) in accordance with New Jersey State requirements [and/or notify the New Jersey 24-hour Child Abuse/Neglect Hotline (1-877-652-2873)].

To Protect Your Child

If the individual (parent, or person authorized by the parent) who has come to pick up a child appears to be under the influence of substances such as alcohol or drugs, in the judgment of the staff, we will not release the child. If we consider a child to be at risk of harm due to the physical or emotional impairment of the pick-up person, we will not release the child. We will try to contact the child's other parent or an alternative person authorized by the parents. If we cannot make alternative arrangements, we will, in accordance with New Jersey State requirements, call the Clifton Police Dept. or the Division of Child Protection and Permanency to ask for help. **(NAEYC 10D.9)**

Also, if a noncustodial parent has been denied access, or granted limited access, to a child by a court order, the Center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

15) DISCIPLINE POLICY

GOAL OF DISCIPLINE

At Jin-A Child Care Center we guide and educate the children according to God-centered principles of behavior. Children are encouraged to behave in a cooperative, harmonious manner that is beneficial to everyone's safety, happiness, and well-being. We see discipline as a step-by-step, long-term process, helping children to reflect on and take responsibility for their actions. We guide them to respect and develop empathy for others through examples and by teaching communication and problem-solving techniques.

BASIC APPROACH

Jin-A's philosophy of discipline is based on the understanding that the purpose of discipline is not simply to control the child, but is an important part of his/her education. Children should learn how to establish healthy relationships with friends, within the family and with their teachers. We also strive to teach them respect for the environment. We keep in mind that, when teaching anything, encouragement, positive suggestions and patience are most effective. Discipline should center on the action of the child rather than on the child, taking his/her motivation into account. Mistakes are to be expected. We understand that maturing is a long-term process.

Naturally, when mistakes are made, they must be corrected. The teacher is responsible for making a clear, simple set of reasonable and comprehensible rules. The teacher should convey to the child what behavior is acceptable and what is not. For example, hitting, biting, pushing, using abusive language, destroying equipment, etc. are considered unacceptable behavior at our school. When applicable, alternatives for this kind of behavior should be explained. The children will be guided to participate in group activities; gradually, they will learn to listen to each other and work together.

Children will be expected to conform to certain rules and moral standards. At all times their free will must be respected. Children have rights to their feelings, to a sense of dignity and self-worth, and to be treated with kindness and respect as children of God.

Each person becomes entirely responsible for his/her actions, as an adult. So, we must gradually guide children toward this responsibility and give them opportunities to experience consequences for their actions. The teacher must take care that these consequences are not too severe or beyond a child's capabilities. Our expectations of children must be appropriate to their developmental level and shall lead the child to gain the ability to solve their own problems.

When conflict occurs, teachers should keep the following steps in mind:

- Anticipate the problem that might occur.
- Hesitate. Stand back and watch to see if either child is coming to harm. See whether the children can find their own solutions.
- Investigate. Be very careful not to put the blame on either child, especially if you haven't seen what happened from start to finish.
- Communicate. Use creative ways to help children to express their feelings and reconcile their differences. Emphasize that making friends takes lots of practice. Always try to affirm the children's natural goodness, good intentions, and desire to make up for the mistake. Keep in mind that the child who has hurt another child needs to work on self-forgiveness just as the other child needs to forgive.

GENERAL GUIDELINES

1. Discipline:

- a. Methods of guidance and discipline used shall be positive, consistent with the developmental needs of children and lead to the child's ability to maintain self-control.
- b. Staff members shall not discipline children for failing to eat or sleep or for soiling themselves.
- c. Children may be removed from a group activity to another area, provided that the child removed is either under supervision of another staff member or continuously visible to a staff member.
- d. Children should be informed about our inside and outside rules, and should participate in

making certain rules.

2. Special requirements to prevent child abuse and/or neglect and inappropriate staff behaviors toward children:
 - a. Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
 - b. Staff members shall not use abusive language, ridicule, or harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
 - c. Staff members shall not engage in or inflict any form of child abuse and/or neglect.
 - d. Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep.
 - e. Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

PROCEDURE TO CHANGE CHALLENGING BEHAVIOR

Challenging behavior is “any behavior that (1) interferes with children’s learning, development, and success at play, (2) is harmful to the child, other children, or adults, or (3) puts a child at high risk for later social problems or school failure.” (Kaiser & Rasminski, *Challenging Behavior in Young Children* (2nd Ed.), Pearson Education Inc., 2007, p. 8) In an effort to address challenging behavior, staff will:

- Assess the function of the behavior. In other words, analyze the child’s behavior to identify what are the causes or triggers. This is done through observation and documentation.
- Work with families and professionals to develop an individualized plan. The plan should explicitly outline what to do to proactively prevent the behavior and/or identify the skills to be taught to replace the behavior. Collaborating with families ensures that the plan meets the unique needs of the child and may help with follow-through at home. Referral to a Child Study Team or Early Intervention may be recommended.
- Implement the plan using positive behavior support strategies. These may include, but are not limited to, changing the environment, positive reinforcement, and mindfulness strategies. Everyone working with the child should be familiar with the plan and implement each step consistently.
- Monitor and evaluate through observation and documentation.
- If the plan has been implemented consistently for an adequate amount of time but does not seem to be effective, return to step 1. After a reasonable number of revisions have been made to the Individualized Education Program (IEP) without effect, termination may be considered. (See the Termination Policy.)

16) ASSESSMENT POLICY

PURPOSE

Jin-A Child Care Center (JCCC) uses formal and informal assessment tools to gain insights into the milestone developments of each child. In line with our educational philosophy to educate the “whole child,” our formal and informal assessment tools address the different areas of the child’s development and the curriculum learning goals. Assessment is also used to inform planning for overall program improvements. JCCC has screened the tools to ensure cultural appropriateness. Teachers are at liberty to change materials used during the assessment or screening process if the teacher finds a discrepancy between the materials used and the child’s background.

All assessment records are kept confidential and are used to better serve the children in the classroom, to share children’s achievements with their parents, and to give advice on Kindergarten and First Grade

readiness. It may also be used to refer a child to other agencies for additional services. Further explanations or translations are available to parents as resources allow. Ongoing training is given to the teachers to support them in the assessment process. **(NAEYC 4E.2)**

Written reports and work samples are shared with parents at one mandatory and two optional parent-teacher conferences scheduled at the end of each trimester. Parents are given an opportunity to voice questions and concerns, and to discuss the child's development during conferences as well as throughout the year. An explanation of the assessment and observation tools is given at Back to School Night and at the first parent-teacher conference. **(NAEYC 4E.3)**

SCREENING

Jin-A Child Care Center uses screening to determine if there are developmental delays that might affect a child's overall potential for success in school.

All children will be screened using the ASQ-3 (Ages and Stages Questionnaire). It provides information about the developmental status of children in five developmental areas — communication, gross motor, fine motor, problem-solving, and personal-social. The questionnaire is given to parents within 6 weeks of enrollment or the beginning of the school year. Children who enroll in the summer program will not be screened. Parents will meet with the Head Teacher and/or administrative staff to discuss results.

TODDLER AND PRE-K ASSESSMENT

- Jin-A uses the Teaching Strategies GOLD assessment tool which is an authentic, ongoing, observation-based assessment system that helps teachers and administrators focus on what matters most for children's success.
- The assessment is conducted by the children's teacher through ongoing observations during lessons or other activities throughout the year.
- Assessment results are used to improve the implementation of the curriculum and to adapt teaching practices to reflect children's individual needs and interests.
- Parent input is taken into account, particularly in the areas of self-help skills and language or when the child has difficulty with verbal expressions.
- For any developmental concerns, parents of children under 3 are referred to the Regional Early Intervention Collaborative. For children older than 3, parents are referred to the Board of Education in the child's hometown.
- If a child is an English Language Learner (ELL), teachers may incorporate the assistance of the parent or translator to administer the assessment.

KINDERGARTEN ASSESSMENT

Jin-A assesses Kindergarten children with the Terra Nova test, unit tests, classroom observation, and work sampling. Assessment results are used to improve the implementation of the curriculum and to adapt teaching practices to reflect children's individual needs and interests. For any developmental concerns, children are referred to the Board of Education of their hometown.

RELIABILITY OF TOOLS

Jin-A Child Care Center has found that Teaching Strategies Gold® is reliable and valid and meets the purpose of the program. The summary of research examining the reliability and validity of the system is found here: <https://teachingstrategies.com/wp-content/uploads/2017/03/TS-GOLD-Technical-Summary-2013.pdf>

17) TERMINATION POLICY

The goal of this policy is to support families and to limit or eliminate the use of suspension, expulsion and other exclusionary measures. In order to do so, Jin-A invests in teacher education on children's development, social-emotional learning and behavior management. Jin-A also works with parents to build strong relationships through parenting workshops, communicating regularly about children's behaviors and development, and giving parents opportunity to share about their culture in the classroom. Sometimes there are circumstances in which families or children are not able to adjust to the Center's environment and practices. If a parent or child is unable or unwilling to comply fully with the policies and procedures of Jin-A, the Director may reconsider the child's continued enrollment. We will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. We use the guidelines below to help prevent termination of a child's enrollment. This policy complies with federal and state civil rights laws. **(NAEYC 1E.1)**

IMMEDIATE CAUSES FOR TERMINATION

1. The child is at risk of causing serious injury to other children or to himself/herself.
2. A parent threatens physical or intimidating actions toward staff members.
3. A parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S TERMINATION

1. Failure to pay or habitual lateness in payments
2. Failure to complete required forms, including the child's immunization records
3. Habitual tardiness when picking up child
4. Verbal abuse to staff
5. Noncompliance with Director's request for special needs evaluation/services
6. For those receiving subsidies: Failure to perform the necessary procedures for receiving subsidies (e.g., swiping e-cards, signing contracts, etc.)

CHILD'S ACTIONS FOR TERMINATION

- Failure of child to adjust after a reasonable amount of time
- Failure to modify behavior after repeated guidance/discipline
- Uncontrollable tantrums or angry outbursts
- Ongoing physical or verbal abuse to other children or staff
- Excessive biting or other physical harm to others

SCHEDULE OF TERMINATION

If all possible interventions for the above have been documented and exhausted, and it is unanimously decided by the family, teacher, program, and other service providers, that another setting is more appropriate for the well-being of the child, the following procedure will be implemented:

- The parent/guardian will be given a specific termination date that allows parents sufficient time to seek alternate child care. Assistance with accessing services or placement in another facility will be provided.
- Termination will not be considered until all possible interventions have been exhausted.

A CHILD WILL NOT BE TERMINATED FOR THESE REASONS

- Parent made a complaint to the Office of Licensing regarding a Center's alleged violations of the licensing requirements.
- Parent reported abuse or neglect occurring at the Center.
- Parent questioned the Center regarding policies and procedures.
- Because of a child's race, color, national origin or because of disability-related behavior.

IN ORDER TO PREVENT TERMINATION

- Staff will try to redirect the child away from negative behavior.
- Staff will reassess classroom environments, appropriateness of activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for breaking rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to termination.
- The Director, classroom staff, and parent/guardian will have one or more conferences to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child-study team.

18) SOCIAL MEDIA POLICY

This Social Media Policy applies to parents/guardians, employees, students and volunteers at Jin-A Child Care Center.

This policy includes, but is not limited to, the following technologies: Social networking sites (e.g., Facebook, Instagram, Snapchat), Discussion forums, Media Sharing services (e.g., YouTube), Micro-blogging (e.g., Twitter), and electronic forms of communication such as e-mail, texting and Shutterfly.

As part of our duty to safeguard children, it is essential to maintain the privacy and security of our entire community of families at Jin-A.

We therefore require that:

No photographs taken within the preschool setting or at special events and outings with Jin-A children are to be posted for public viewing, except those of your own child. Parents are prohibited from posting photographs or videos of any child other than their own.

Jin-A logos are not to be used for endorsements. No public discussions are to be held or comments made on social media sites regarding Jin-A children, families or staff that could offend or be construed to have a negative impact on reputations. Jin-A children are not to be identified within photos or named in posts.

Personal security settings are to be managed to ensure that your information is only available to people you choose to share information with.

Staff should not accept children and parents as friends due to it being a breach of expected professional conduct (unless they already know them in a personal capacity before their child started at Jin-A). Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

The posting of confidential and/or identifying information about children, parents or staff at Jin-A on social media is strictly forbidden.

Only officially authorized persons are allowed to post on behalf of Jin-A on social media. General guidelines for using social media:

Personal security settings should be managed to ensure that information is only available to people you choose to share information with.

Remember that no information sent over the Web is totally secure and as such if you do not wish the information to be made public, refrain from sending it through social media.

Maintain professionalism, honesty and respect.

Apply a “good judgment” test for every social media post you make. Never violate confidentiality or privacy of any member of the Jin-A community.

Strive for factual accuracy as well as grammatical and spelling accuracy. Any Jin-A employee, student or volunteer found to be posting remarks, comments, or photographs that breach confidentiality, bring Jin-A into disrepute or that are deemed to be detrimental in nature to the Jin-A community, may face disciplinary action.

Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of a Jin-A administrator either by e-mail, phone or in person and should not be addressed on the site.

19) SUPERVISORY POLICY

Child supervisory policy implementation is a key requirement in the prevention of accidents throughout the center.

Parents will:

- Bring children to the classroom and hand children over to staff member.
- Inform staff members when departing with child.
- Adhere to correct sign in and sign out procedure.
- Inform staff if another person is authorized to pick up your child.
- Inform the administration about any court orders affecting the child and provide a photocopy of that order for our office.
- Ensure that doors and gates are closed after each entry or exit.
- Promptly update any changes of parent’s contact information, or emergency or pick up contact.

Staff will:

In general:

- Never leave a child unattended.

- Ensure that children are within sight/sound of staff at all times for toddlers and twos. **(NAEYC 3C.9)**
- Supervise preschoolers and kindergarteners by keeping them in sight most of the time. Supervision by sound is permissible for short amount of time, but staff must check frequently on children who are out of sight. **(NAEYC 3C.12)**
- Kindergarten children may do tasks in a safe environment for no more than 10 minutes (but never crossing the parking lot) out of sight or sound, but be checked on if not returned within 10 minutes (i.e. using the restroom, while playing outside). **(NAEYC 3C.14)**
- Ensure that if multiple areas are available at the same time (indoor/outdoor) all areas are supervised adhering to ratios.
- Be flexible to follow small groups of children (as children move to various sections on the playground, or as some children begin free play in the room while others have not yet finished eating, etc.)
- Position themselves so that their backs are never turned to the group (arrange equipment, furniture and activities appropriately).
- Be ready to step in at the first signs of conflicts between children (assist, and guide to prevent escalation/injury).
- Immediately notify supervisor in the case of a missing child, broken equipment, and any other danger, hazard or concern.
- Encourage children to inform staff when they are going to the bathroom.
- Lock doors and windows when closing the classroom/school.

During nap time:

- Position self during nap time so someone can always hear and see sleeping toddlers or twos, even when staff is engaged with children that are awake. **(NAEYC 3C.11)**
- During rest time, at least one staff member shall be physically present in the room or area in which children are napping and shall be able to summon other staff members without leaving the room or area.

During Meals:

- Ensure that children are buckled into high chairs, and into car seats for trips.
- Never leave children unattended when eating or drinking (including from bottles).

During Pick Up:

- Be aware of pick up procedure and only release the children to the authorized person.
- Follow late care procedure when groups merge together.

During Outside Play:

- Ensure that younger children's safety is not compromised in mixed age groups
- Do headcounts at times of tracking.
- Be aware of where every child is at all times.
- Discuss best staff positioning on the playgrounds (avoid clustering in one spot).
- Be active and interactive with the children (not just standing and watching).
- Question any stranger entering the center in a friendly way ("Hello, can I help you?", "Whom are you here to see?")
- Ensure that at least one staff member is always allocated to supervise a wading pool, swimming pool or water play. All water containers must be emptied before leaving the playground.
- Ensure that gates are closed after anyone enters/exits the playground.

Management will:

- Evaluate the supervisory policy and make changes when required.
- Supervise so that policies are implemented.
- Inspect through unannounced visits so that the philosophy of discipline and all other policies of the school are implemented by staff.
- Support the staff to make improvements and listen to suggestions.
- Maintain up to date records on licensing, children’s records, and staff records.

Tracking:

- It is of utmost importance that all children are accounted for at all times. Staff must keep a head count of all the children in their care at all times. If a shift change occurs the staff member in charge must alert the new staff member of the head count. Staff members must actively update their head count whenever a child leaves or enters the classroom. **(NAEYC 3C.13)**
- Staff must track the children through a.m. and p.m. attendance logs and through headcounts, coming in from the playground.

Staff/Child Ratios apply indoor & outdoor & field trips:

<u>Age</u>	
Under 18 months	1:4
18 months up to 2 ½	1:6
2 ½ up to 4 years	1:10
4 years	1:12
5 years or older	1:15

The following staff/child ratios shall apply during rest or sleep:

Under 2 ½	1:12
2 ½ and above	1:20

20) DIAPERING POLICY

Children’s diapers, staff involved in changing diapers, the diaper changing areas and supplies have the potential to spread germs and disease. Following proper procedures and room set up will reduce the contamination of the setting (hands, furnishings and floors) and decrease the risk of the spread of illness. Children’s diapers should be checked **every two hours, when children awaken** and changed **when soiled**. At our center we will only use disposable diapers or pull ups, unless otherwise requested in writing by the health care provider. **(NAEYC 5A.17)**

Procedure and Practices, including responsible person(s):

- Diaper changing table is sturdy, a convenient height (28”-32”) with a waterproof pad and placed on a floor surface that can be cleaned and sanitized. (Tile, linoleum). (Carpet should not be used)
- Diaper changing is only done in designated areas (on changing tables or in bathroom), positioned to allow for supervision of all children while diapering, and not located in a food preparation area. Diaper changing tables are for specified designated classrooms. **(NAEYC 5A.18)**
- Diaper changing supplies that may present a hazard shall be stored in an area inaccessible to children except during diaper changing.
- Diaper changing tables will not be used to store items other than diaper changing items (toys, papers, etc., will not be placed on diapering surface).

- A sink is within reach of diaper changing table to allow for proper hand washing immediately and a tightly covered, plastic lined, hands-free diaper pail is available next to diaper area.
- The child will not be left alone on changing table.
- Staff member who is preparing food will not change diapers until the food preparation duties are finished.
- Surfaces used for changing or on which changing materials are placed are not used for other purposes.

Communication plan for staff and parents:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.
- New staff will be given training before working with children in diapers.
- All staff will be trained when necessary.
- Written instructions are posted at all diaper changing locations.

Cloth Diapers:

If a child needs cloth diapers, which the health care provider has requested in writing, the following procedure applies:

- The cloth diapers are to have an absorbent inner lining, with an outer covering made out of waterproof material. Both the inner liner and the waterproof cover are changed as a unit, placed in a plastic bag and sent home every day to launder. (Do not rinse them at school, even when they have stool in them)

Underwear:

Changing of soiled clothing (urine or stool) should be done in the changing area or the bathroom. All soiled clothing will be sent home on that day for laundering. Do not rinse at school!

21) TECHNOLOGY POLICY

At JCCC, technology is used in the classroom to extend learning within the classroom and to integrate and enrich the curriculum. Children have opportunity to access and build skills using various forms of technology like tape recorders, microscopes, computers, and digital cameras.

NO screen time for children under 2 years old. (licensing)

For children 2 years of age and older:

Screen time is *not* for passive use or to replace:

6. Planned activities
7. Active play
8. Engagement with other children
9. Interaction with adults

The use of television, computers and other video equipment:

- Must be limited to educational and instructional use
- Must be developmentally and age-appropriate
- Must be previewed by teacher
- Must be documented through planning
- Must not be the only option. Children are given the choice of an alternative activity
- Must meet the licensing requirement: "Children shall not be inactive for more than 30 minutes."

Effective, developmentally appropriate media are:

- Active
- Engaging
- Empowering
- Geared to give the child control
- Scaffolds to ease the accomplishment of tasks
- Enhancing of cognitive and social abilities
- Supportive of creativity, exploration, pretend-play, active play, outdoor activities

Teachers will communicate with the Head Teacher about technology needs and regularly evaluate the technology used in the classroom.

22) CONFLICT RESOLUTION

JCCC has an open door policy, where parents, staff members, students are welcome to visit our center at any time and come to share suggestions and concerns with the administrative staff. We welcome e-mails as well as phone calls at any time during scheduled office hours. In case a conflict arises JCCC reviews applicable policies first.

If a conflict arises among parents, staff members or students, Jin-A advises the involved parties to review the Conflict Resolution Policy. (Also see the Policy of Discipline for the students). Involved parties have the right to request a translator. Everyone needs to state clearly what the conflict is or what problem needs to be addressed. Jin-A advises all staff members to report to the Director, if it is difficult to peacefully resolve the conflict in the classroom. A member of the administrative team will use the following techniques:

Conflict Resolution Techniques:

a. Understand:

- Each person involved needs to:
- Say what they feel about what happened (without being interrupted).
- Listen to what the other person(s) have to say.
- Try to understand/sympathize with the point of view of the other person(s).

b. Avoid making things worse:

- No put downs
- No mean and nasty remarks that will hurt a person's feelings – no personal remarks about a person's looks, gender, their secrets or things that have happened in the past
- No screaming or shouting or derogatory statements.
- No fighting, hitting, kicking, pushing or any type of injury/harm to the other person's body.
- Be polite and use "I" statements like: "I feel hurt when..."; "I feel sad when...";
- "I like when you..."; "I need ..."; "I hear what you are saying, but I feel...".
- Avoid blaming statements such as "You (did this or that)".
- Take turns to speak. You might decide on a time limit for each person to speak before you begin.
- Speak quietly. It is difficult to use a calm voice when you feel upset, but a quiet and firm voice is better than shouting. It is difficult to listen to a loud, sharp voice; so, it is not helpful for negotiating/problem solving.
- Another helpful technique is to write down what you see as the problem and then read or restate it.

- c. **Use active listening:**
 - Look at the person, make eye contact, and give your full attention.
 - Affirm that you are listening by making remarks such as “yes, uh-huh, no” at appropriate moments, being careful not to interrupt.
 - Repeat/Restate -When the other person has finished speaking, say what you think you have heard. For example, “So, the problem is that ...” Then wait for the person to confirm or correct what you have understood.
- d. **Find a solution:**
 - Brainstorm together to think of ways you might solve the conflict. Think of as many solutions as you can, even if they seem silly at first. Then work through solutions to find one or more that all parties are happy with.
- e. **When a solution cannot be agreed upon:**
 - In serious or complicated cases all steps of the process have to be documented in writing. If no solution is found JCCC will seek legal advice, research additional resources or consider the hiring of professional help (like 3rd party mediator, counselor, therapist, medical professional i.e.)

23) INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member’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 Office of Licensing (OOL), 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 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 any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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 requirements, you are entitled to report them to the Office of Licensing toll free at 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 people 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 communicable 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 expulsion 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 OOL 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, who can advise them of what opportunities are available.

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

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and 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 Americans 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772. 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 Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*.

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 www.state.nj.us/dcf/.