

# Corson Park Day Care

## Parent Handbook

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application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing at 877-667-9845.

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 plan for your child's departure from the center.

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

Parents are entitled to review the center's copy of the Office of Licensing's Life/Safety and Program Inspection/Violation reports on the center, which are issued after every state licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the 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 you.

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 discuss with us any questions you may have about it.

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

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

center should discuss their interest with the center's 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 said trip.

Our center must inform parents that the center is required to provide reasonable accommodations for children and 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.), and indicate that 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 or (800) 514-0383 (TTY).

Our center must inform parents that the center is required to maintain and update, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents or provide parents with the CPSC website at [www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls)

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 (N.J.S.A. 9:6-8.10) to report the concern immediately to the State Central Registry Hotline (1-877 NJABUSE/1-877-652-2873).

Parents may secure information about child abuse and neglect by contacting the Department of Children and Families Office of Licensing at PO Box 717, Trenton, NJ 08625 or 877-667-0717.

### **Tuition Payments**

Tuition is expected and required for occasional absences due to illness. Our tuition would have to be about ten percent higher if tuition were not required for occasional absences. Ten percent approximates the absentee average statewide. Extended illnesses and vacations are allowed for without tuition charged. You are excused from tuition in week long blocks of time for up to two weeks with your child's spot guaranteed. In unusual or extreme cases, or if your child is enrolled part-time, see the director so that special arrangements can be made.

### **Parental Help**

It is to all of our benefit to limit illness and control disease spread and to that, we must work together. Remember that as your child grows and becomes exposed to illnesses, they are developing natural immunities. The older pre-school child will not have as many illnesses, especially respiratory ones, that the infant to 18-month-old child will get. They are due for their share whether they attend school or not. There is a light at the end of the tunnel. Your children are developing immunities. As time goes on, they will be less and less susceptible to disease and illness.

## **Sanitation**

The list of sanitation procedures includes, but is not limited to the following:

1. All staff wash their hands properly:
  - a. before handling food
  - b. after diapering (see diapering policy)
  - c. after using the bathroom, themselves
  - d. other appropriate times
2. Children are to be taught to wash their hands properly:
  - a. before and after eating
  - b. after using the toilet or getting their diaper changed
  - c. after playing in the sand box, water bin, etc.
3. Tissues are readily available and proper disposal is taught.
4. Each child has his/her own mat. Mats are washed and sanitized weekly. Linens are to go home weekly for laundering. Children's bedding is to not touch each other's.
5. Bathrooms are cleaned and disinfected daily.
6. Proper health code techniques are used in our food service area for food prep and area clean up.

## **Discipline Policy**

Children, if given enough love, attention, supervision, and appropriate activities, are naturally attentive to the appropriate requests of adults. Because we strive to meet these needs, almost all discipline situations are eliminated. Those that do arise are handled in the contexts of praise, firmness, and redirection.

**Redirection**- simply means anticipating inappropriate behaviors, understanding those behaviors as often revealing valid needs being expressed in an inapt way, and redirecting the actions into acceptable ways of achieving the desired end.

**Firmness**- simply means that we adults are in charge and we accept that responsibility. We try to be consistent day to day, person to person, and room to room.

**Praise**- has a two-fold purpose in our system. First, praise is the primary reward for behavior we are encouraging. By thanking children for appropriate behaviors and responses, we let them know that such behaviors are appreciated and worthwhile. The second use of praise is to let a child behaving inappropriately what is expected of them to gain praise. We will find a child nearby who is acting in a desired way and reward that child with praise. This will almost always be enough to elicit a change in the actions of the child whose behavior we are trying to modify.

**Discipline**- is sometimes necessary, especially when it is a repetitive, unacceptable behavior. Occasionally we do punish. We do so when we want a child to take a time-out, when clearly defined, reasonable and attainable boundaries of behavior have been crossed. We will quietly ask that child to remove themselves from the group or situation. We do not have a specific time-out chair or location. Time out lasts as long as the child's age.

Very rarely we may have to scold a child who is exhibiting dangerous actions to themselves or to their playmates. The following guidelines are to be observed by each teacher, before such action: To avoid humiliating a child, never scold in front of other children. Consult with the director prior to any verbal scolding. Before such action, pause, never scold if you are truly angry- instead, let another staff member handle the situation. Remember, scolding is the least effective form of discipline, especially if used frequently.

Corporal punishment is never administered in any form. In fact, any action that might even vaguely be construed as corporal punishment is not permitted. Even if a parent was to give us written permission, we, by law, will not. By law, we have no right to spank. Such spanking is rightly considered abuse.

Finally, our entire discipline structure is based on openness. There is openness between the staff and children. There is openness between the staff and parents. Openness is encouraged between children and their parents.



### **Vital Tenets of Effective Control and Discipline**

1. Children are treated with respect. We say “please” and “thank you” to them, just as we expect to hear the “magic words” from them.
2. We do not use humiliation as a means of punishment.
3. We do not withdraw our affection as means of punishment. We give unconditional love.
4. Behavior is considered appropriate in inappropriate, not “good” or “bad”.
5. Children are individuals, are treated according to individual needs. Each child reacts differently to discipline, depending on the age, personality, and the situation. We keep these differences in mind.
6. We expect to be mediators and arbitrators between children. Teaching children the right ways to resolve conflicts is one of our most important jobs, not an interruption of our job.
7. We do not compare one child to another.
8. We give children choices only when we are prepared to live with their decisions.
9. Boundaries of acceptable behavior are clearly defined. Safety rules are consistent from room to room, teacher to teacher, all day long.
10. Punishment is recognized as the weakest form of control. It must be repeatedly administered in ever-strong doses. It does not help the child internalize changes in behavior.

### **General Policies and Procedures**

I want to again thank you for allowing us to share in the most important responsibility of caring for your child. Read the few following policies and procedures, carefully. By following them closely, you will greatly ease our administrative needs and help allow us to stay focused directly on your child’s care. Feel free to discuss with me any questions about these, or any of the other policies you have received or anything else concerning your child’s well-being at school. In case you can’t reach me at school, or in case

of an evening emergency that can't wait, I can be reached on my cell at 609-805-4434.

I ask you to maintain an open relationship with all of us here and keep us informed as to any aspect of our program that you may have questions or concerns about. We are always trying to learn how to be better and always trying to grow professionally. Your comments will do nothing but help us.

1. To help your child make a successful transition in terms of separating from you, we suggest that you do not linger too long when dropping your child off in the morning. We have found that extended good-byes only lead to even longer extended good-byes. Lingering tends to have ultimately a negative effect on a child. Anxiety increases instead of decreases. If you wish, take off their coat, give a big hug and kiss, talk softly for a minute, then give a firm "good-bye". Our staff is instructed to leave you alone until you beckon us. Remember, that separating and leaving is harder for you than your child.

2. Menus are available to view in each room or on our website [corsonparkdaycare.com](http://corsonparkdaycare.com). Menus are also available upon request. We urge you to encourage your child to try new foods. We always have alternate food, and nobody gets hungry.

3. Please call us if your child will not be attending for the day or is sick. Also, please try to be punctual with picking your child up on time. We are open 5:30-5:30 every week day and our staff have their own families they wish to go home to after working all day. If you are going to be late, please give us a courtesy call. One time is understandable but multiple times will lead to a late pick-up fee.

4. Drop-off and pick-up parking is on 12<sup>th</sup> street only. Do not park in the alley or driveways on either side of the building. The alley may be used as an exit on 11<sup>th</sup> street.

5. Fresh linens should be brought on your child's first day of school each week and taken home for laundering on their last day. A crib sheet to cover our mats is a MUST. A small blanket is advised for children over the age of one or no longer in a crib. A small pillow or stuffed animal is acceptable for children no longer in a crib, as well.

6. Check your child's mailbox each day for papers, projects, and personal possessions.

7. Names must be put on all jackets, coats, toys, blankets, sheets, etc.
8. Jellies, sandals, flip-flops, water shoes, etc. are not safe enough for your child in our setting. For your child's safety, hard shoes or sneakers should be worn.
9. A payment box is on the wall near the front door. Simply drop your payment in each Friday (or your child's last day of the week) for the week to come. If you pay cash, please see a staff member so they can write you a receipt. When writing a check, please put your child's name in the memo section.
10. If your child brings to you a problem that we may not be aware of, please talk to us. We like to fix problems before they become too big. You can schedule a time to call or come to speak to the teacher or myself. We are always available for you.

### **Diapering Policy**

There are several steps in the diapering process. First and most important is we recognize that changing mess diapers (as well as mess children who are learning toileting skills) is just part of our job. We are always positive and upbeat with the child we are changing. The following summarizes how diapering is done.

1. There are four group changes per day for children over 1 year. One before breakfast, one before lunch, one after nap in the PM, and one between 4-4:30. Children under 1 year are changed every 2 to 3 hours. During this time, all children in diapers are changed; soiled or not.
2. In addition, children's diapers are changed throughout the day, as needed. A child is changed immediately as the need becomes evident.
3. The child is changed on a changing table. The table has a plastic covering that is further covered by examination-type paper. A child is never left unattended while they are on the table.
4. Vinyl gloves are to be worn by the person changing the diaper. These gloves are to be worn throughout the process.

5. The soiled diaper is removed and put in a plastic bag. The child is cleaned with wipes. Powder and ointment are only used when a parent has signed in for the use of any item during changing. A clean diaper is put on the child and the child is dressed.

6. The paper covering the table is removed and discarded. The soiled paper, soiled diaper, and used wipes are carried immediately to the outside dumpster.

7. The plastic mat is washed with soap and water, then disinfected with bleach and water, after each use. Clean paper is put over the plastic.

8. The changer washes their hands thoroughly with soap and water after each changing. Each child is to also wash their hands with soap and water after they are changed.

### **Toilet Training Policy**

Recognizing that toilet training is one of the most important transition behavioral skills that a young child is taught, and further recognizing that there are many different valid approaches to training a child, we follow the following procedures:

1. We make our children who are not trained, aware of the bathroom and its purpose, but we never humiliate, goad, or use negative sanctions to those children who are not “interested”. All encouragements are always positive.
2. We never begin training a child without the parent’s knowledge and consent. When a consensus is reached to begin the process, we ask the parents for clear instructions as to specific requests that they may have as to toileting. This includes techniques, words used, etc.
3. We ask parents to have children who are just starting the training process to dress the child in clothes that can be easily removed. We ask for complete changes of clothes to be provided in case of frequent accidents. We prefer that children be in training pants rather than diapers. (It is important, we feel, that the child not get crossed signals. We want the child to know that they are now a big boy or girl, and that we are confident in them.)
4. We strongly suggest to parents that there should be continuity between what we do here and how they train at home.

5. Children who are being trained are placed on the potty every hour. They are asked every half hour if they have to go. This system allows the child to focus on their bathroom needs and minimizes the number of accidents.

Again, all references to the bathroom, all cleaning of a child after an accident, and all reminders to those children who are “balky” for whatever reason, are always positive. The same sanitation rules that govern diapering apply to toilet training.

### **Policy on the Release of Children**

Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by court order, the center shall secure documentation to that effect, maintain a copy of file, and comply with the terms of the court order.

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

1. The child is supervised at all times.
2. Staff member attempts to contact the parent(s) or person(s) authorized by the parent(s).
3. If an hour or more after closing time, and provided that other arrangements for releasing the child to their parent(s) or person(s) authorized by the parent(s), have failed, and the staff member cannot continue to supervise the child at the center, the staff member shall call the State Central Registry Hotline at 877-NJABUSE/877-652-2873.

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

1. The child may not be released to such an impaired individual.

2. Staff members will attempt to contact the child's other parent or an alternative person by the parent.

3. If the center is unable to make alternative arrangements, a staff member shall call the State Central Registry Hotline at 877-NJABUSE/877-652-2873.

For school-aged child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

## **Sickness and Disease Control Policies**

### **Attending:**

Our policy as to whether a child should attend school, or should be sent home, is two-pronged. First, we ask how contagious the child is. With most upper respiratory illnesses, the damage is usually done by the time the symptoms appear. With active intestinal illnesses (associated with diarrhea and vomiting) children should be kept home or sent home. With bacterial infections, a child is usually not contagious after 24 hours and 3-4 doses of an antibiotic. Please note that 24 hours is considered a minimum time.

The second focus for keeping a child home is what is best for the sick child. (This does not always coincide with what is best and/or most convenient for the parent). If a child needs lots of quiet, bed rest, lack of excitement, etc., even if the child is not contagious, that child should be home. Parents should have some type of backup plan for those times they cannot be at home themselves. We must assume a child will be picked up in a reasonable amount of time after we call.

### **When to call parents:**

If a child exhibits any of the following symptoms, they should not attend school. If such symptoms occur at school, the child will be removed from the classroom and the parent will be called to take them home.

1. Severe pain or discomfort
2. Acute diarrhea (2 or more times)

3. Episodes of acute vomiting
4. Elevated temperatures of over 101.5 degrees F.
5. Very sore throat/severe coughing
6. Yellow eyes or jaundiced skin
7. Red eye discharge (dried or wet)
8. Skin rashes lasting more than 24 hours
9. Swollen joints
10. Visibly enlarged lymph nodes
11. Stiff neck
12. Blood in the urine
13. Skin lesions that are weeping or bleeding
14. Infected, untreated skin patches
15. Difficult or rapid breathing

**Table of excludable communicable diseases:**

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to themselves or others:

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Giardia Lambliia*	Impetigo
German Measles	Hepatitis A*	Lice
Haemophilus Influenza*	Salmonella*	Scabies
Meningococcus	Shigella	Ringworm
Mumps*		Hand, foot, mouth*
RSV		Conjunctivitis
Strep Throat		MRSA*
Tuberculosis*		

Whooping Cough\*

\*This illness, if 2 or more cases occur, will be reported to the Department of Health

\*\*If the child has chicken pox, a doctor's note is required for readmitting the child to the center. The note must state that either 6 days have elapsed from the first onset of the rash or all sores have dried and crusted.

If a child has been exposed to any excludable diseases at the center, a note will be sent to the parent.

## **Medication Policy**

By law, we can administer medications that are in their original packages only. This includes prescription medication. A parent must hand the medicine to a staff member in the front room and complete the medication administration paperwork.

We administer medicine at lunch time and at afternoon snack. The parents are asked to adjust the child's dosages to these times. The parent must sign the medication administration paperwork for each medication they are asking to be administered. All topical ointments such as diaper rash cream and sunblock, must also be signed in, but are able to be signed in for up to a year. Any medication that is "as needed", such as epi-pens, inhalers, nebulizers, must have the long-term medication paperwork filled out by the doctor, as well as the parent. After each dosage is administered, the employee must sign the paperwork in the medication administration packet. Medication can be stored in the medicine cabinet in the front room or any topical, in the classroom, out of the children's reach.



## **Expulsion Policy**

It is not an easy decision to expel a child from preschool, however, extreme circumstances may require it. Safety and what is best for all the children is taken into consideration for expulsion. Any expulsions are at the direction of the Director.

A child can be removed from the program for the following reasons:

1. A continuous disregard for safety of others or self.
2. Repeated disregard for general school rules of conduct.
3. Uncontrolled violence to self or others.
4. Failure to pay tuition.
5. Parent/guardian mal-treatment of staff or unwillingness to comply with school regulations.

Families will receive a written notice of concern and one parent/staff conference prior to any expulsion. A two-week grace period will be allowed for corrective action or alternative child care arrangements.

Violence or threats from a child or parent may require immediate expulsion.

## **Technology & Social Media Policy**

Corson Park Day Care does not use television, computers, or any other video equipment for educational purposes or for passive viewing. We also do not allow children to bring in any electronics from home for these purposes. Please do not allow your child to bring any of these devices to Corson Park.

Corson Park Day Care uses a center website at [corsonparkdaycare.com](http://corsonparkdaycare.com) and a Facebook site. These sites can only be accessed by the owner and the director. Staff may comment on the Facebook site, however, the posting of private or sensitive company information, including current or prior staff and enrolled or previously enrolled children and their family, is prohibited. Vulgar or abusive language, disparaging remarks, personal attacks, or

offensive terms targeting individuals or groups, is also prohibited. Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through hand held devices, computers, video monitoring systems, child care monitoring apps, or any other electronic device or transmission. With the parent's written permission on file, only the owner and director may post pictures or videos of the children. The use of social media/networking/ and/or websites is prohibited when supervising children. If a breach of the center's policy on the use of technology and social media occurs, the incident must be reported to the owner or director immediately.

### **Parental Notification Policy**

Communication between staff and the parents may be through landline, text, or email using the daycare's landline or the staff's personal cell phone, tablet, or computer. Staff may use their personal cell phone, tablet, or computer to communicate with a parent to request supplies or paperwork, to communicate behavioral concerns, to give a child's daily update, to notify about emergency closures, to send photographs (non-injury), or to discuss any unusual incidences. Staff may only use electronic communication with the parents regarding illnesses, accidents, or injuries\* (including injury photographs), if the parents have signed and agreed to the Policy on the Methods of Parental Notifications. If a parent has not agreed and signed this policy, all communication regarding illnesses, accidents, or injuries must be via landline.

Staff are prohibited from using electronic devices while supervising the children. Staff may contact a parent while the children are asleep or if another staff member has relieved them.