

Jefferson Child Care & Education Center

Parent Handbook



*To promote social emotional
development for the children we serve.*

Providing quality care in our community since 1974.

Jefferson Child Care & Education Center
P.O. Box 527, Nolan's Point Road
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Welcome

The Jefferson Child Care & Education Center welcomes you and your child to our childcare program. The childcare center, a non-profit organization, is governed by a Board of Trustees comprised of local citizens and parents. The Center originated as a preschool program in 1974 and expanded to school-age care in 1983. We are now serving more than 200 children in our infant, toddler, preschool, before and after kindergarten, school age and summer camp programs, which are located in Lake Hopatcong, and Oak Ridge.

Our programs are designed to provide safe, healthy developmentally appropriate environments for children of working parents. Within the confines of the policies outlined in this handbook, you will find our staff to be sensitive and flexible in addressing the individual needs of children and busy, working families. We will do our best to accommodate your childcare needs whenever our regulations, space, and budgetary restrictions permit.

Please keep us informed about any major changes in your household which may impact on your child's behavior such as: moving, death or illness in the family, a new baby on the way, a separation or divorce. Extra love and attention may often help.

Enclosed in this handbook you will find policies addressing health, registration, pick-up, fee payment and other areas, which will enable our programs to function smoothly. In addition, we provide information on community resources, for example, early intervention and special needs, health and safety issues, direct services to families.

If you have concerns regarding your child's development, we can assist you as you seek out services. Staff is available on request to attend IFSP/IEP meetings and partner with parents and schools in the development of goals and also will be an advocate for your child and provide ongoing support to parents during this process.

If you have any questions or concerns, feel free to call the Child Care Office at 973-663-2704. The Child Care Office is located at our Nolan's Point Road Preschool, and you are welcome to stop in at any time. We are looking forward to sharing our programs with you and your family.

Vision Statement

The Jefferson Child Care & Education Center's vision statement is: To promote social emotional development for the children we serve.

Mission Statement

Jefferson Child Care & Education Center is a not-for-profit state licensed organization committed to providing affordable quality developmentally appropriate care for children from infants through school age. Jefferson Child Care and Education Center strives to meet the individual needs of the children it serves and to support relationships between its families, staff and community.

Philosophy

Jefferson Child Care & Education Center programs provide safe and nurturing learning environments for young children that promote their emotional, social, cognitive, and physical development. Children's experiences both at home and at school are the foundation for life long feelings of self worth, competence and a love of learning. Mutual understanding and respect between home and school is essential for children's future success. Families are encouraged to be involved in their child's school experiences.

Children learn best through active exploration and by making choices about the activities they would like to pursue. Primary tasks of the early years of life are learning about relationships and learning about the nature of objects and materials. The best context for this learning is an environment where children are supported and guided by adults who encourage learning through trial and error, repetition, imitation and identification with peers and significant adults.

Our programs are developmentally appropriate for the age group served, and are implemented with attention to the needs and differences of children and their families. Jefferson Child Care and Education uses the research based curriculum; Creative Curriculum. This is based on five fundamental principles.

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

Accreditation

Jefferson Child Care & Education Center's infant, toddler, and preschool program has a Star 3 Rating with Grow NJ Kids, New Jersey's Quality Rating Improvement System. We are committed to this program to raise the quality of child care and

early learning across the state. For parents, it provides information on selecting a quality provider to help them make the most of their kids' early learning opportunities. For child care and early learning programs, it provides resources that help raise their quality and continuously improve their programs.

Jefferson Child Care & Education Center's infant, toddler, and preschool program is accredited by National Association for Education of Young Children (NAEYC), the nation's largest organization of early childhood educators. The National Association for the Education of Young Children is a professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.

Staff Qualifications / Staff Development

Jefferson Child Care & Education Center is committed to quality early childhood education. All staff members are trained in Early Childhood Education and / or Child Development. Our program use the Infant/Toddler and Preschool Creative Curriculum All staff are trained in Teaching Strategies Gold from the Creative Curriculum. All staff is certified in pediatric first aid and CPR. In addition, the staff participates in 20 hours of professional development annually.

New employees are provided an orientation to guide them in understanding how agency policies relate to their respective job description. We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth. Staff members are evaluated annually, and we have a sound internal communication (email, phone, staff meetings) to provide staff with information necessary to carry out their respective duties.

Cultural Diversity

It is beneficial for children to receive culturally competent care that is sensitive and has a global, multiethnic view. Culturally competent care requires that:

- Adults in children's lives respect each other.
- Adults in children's lives work to understand each other's perspectives.
- Caregivers and parents understand how program and family values may differ and work together toward blending differing value systems.

Developmental & Behavioral Screenings

Jefferson Child Care & Education Center conducts developmental & behavioral screening and/or performance based assessments annually using the Ages and Stages Questionnaire (ASQ). Results of these screenings and classroom observations may warrant a referral for further service.

Child Assessment plan

Assessment is an integral part of program planning. Staff uses both informal and formal assessments. All information in child's records is confidential and must be filed in a secure location. At the beginning of a child's enrollment, we discuss our program's child assessment methods with families and continue to discuss these methods through formal and informal conversations with families.

Our program assessment approaches provide information on children's learning and development. These assessments occur in the context of reciprocal communications between teachers and families, and with sensitivity to the cultural contexts in which children are developing. We use the results from varying assessment tools to understand the best approach for an individual child, when modifications are necessary to improve our teaching practices, and overall improvement of our program practices.

Refer to attached examples of our program assessments tools.

- Teaching Strategies Observation Recording Tool
- Child Progress and Planning Report
- Creative Curriculum Individual Child Profile
- Family Conference Form

Individualized Education Plans

We are committed to working in partnership with families whose children have Individualized Family Service Plans (IFSP) or Individualized Education Plans (IEP). We will attend IFSP or IEP meetings when requested by parents. A copy of your child's ISP or IEP is kept on a file at the center. Teachers refer to the child's plan to support the goals and objectives within the classroom.

Additionally, we will collaborate with all professionals providing services for children with IFSP's or IEP's. We will support parents in the services they request for their child and will make reasonable accommodations to support their services within the center. All fees charged by any consultant or professionals are the responsibility of the family.

Getting Started

Orientation will provide you with the opportunity to meet the director, program coordinator and your child teacher(s). At that time you will share information about your child, ask questions, be shown around the center and learn about the center's program and policies. Once enrolled you will receive daily reports on your child's day. You will have the opportunity to speak to your child's teacher daily upon arrival or departure. You may call the Center at any time to check on your child. Parent Teacher Conferences are offered twice a year however a parent may request a conference at any time.

Registration

All registration forms (by program) are available at www.jeffersonchildcare.org. These forms must be completed prior to enrollment and attendance.

Helping Children Transition to the Center

Teachers have the responsibility of helping new children become familiar with the routines of the center. They will learn your child's unique ways of communicating, and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings. Some settle in quickly, as if they have always been at the center. Others may have a more difficult time adjusting. Children experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day. Please be assured that your child will be supported during this transition time.

Parents can help their children by:

- Talking positively about the center, teachers and children.
- Acknowledging and validation all feelings (I know that you are angry, sad, excited, etc).
- Communicating a matter-of-fact confidence in the center.
- Assuring your child that you love them, that you will miss them and that you will be back.
- Saying good-bye when you're ready to leave and then leaving (It's confusing to children and teachers when parents say goodbye and then stay around for a while).
- Letting your child know when you are leaving the center. It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her. It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.

Helping Parents Transition to the Center

This is usually the more difficult of the transitions. Parents may have mixed feelings about leaving their young children in group care. These are normal reactions to trusting your child with people who are initially strangers. You may experience new feelings as children form attachments with teachers. These attachments are essential for a child's emotional development and school success. In order to help yourself feel comfortable, you are welcome to spend time in the center. Site directors or teachers can always make time to answer your questions or hear your concerns about your child.

Community Resource Handbook/ Parent Workshops

A handbook is available to parents which includes: community and school based resources and or direct services to promote child/ family safety health and stability, early literacy, positive parent child interactions, cultural awareness, developmental issues, preventive health, mental / behavioral issues. Workshops are offered to address the identified needs and interests of enrolled parents and families.

Cell Phone Policy

Transitions are made easier when your child has your full attention at drop off and pick up and your full attention allows for clearer communication between teachers and parents. If you must take or make a phone call, please step outside to do so.

What to Wear to School

Children are involved in sensory activities every day, often involving water, cooking ingredients, paint and other art materials. Please send your child in comfortable, washable play clothes suitable for active and messy play. It is extremely discouraging to children and staff when a parent arrives and is upset because their child's clothes are dirty. We will always provide aprons for those children who wish to wear them.

Play clothes that are easy to manage encourage independence and self-help skills. Many toilet accidents are prevented if children can unbutton pants and unbuckle belts without a struggle.

When the weather is cool and unpredictable, be sure your child has a sweater or jacket kept at the center. In addition, each child must have one complete set of clothes (socks, underwear, pants, shirt or dress) labeled with your child's name kept in his/her cubby. We recommend that your child wear sturdy, closed-toe shoes to school. These types of shoes protect their feet during walks, bike riding and other outdoor activities.

Arrival

At our Nolan's Point preschool location, parents will receive a key tag (\$25.00 deposit each), which will allow them to enter the building during Center operating hours. This key tag is for parent/guardian use only. A \$25 dollar fee will be charged for any lost or unreturned key tag. Parents must sign their children in when dropping children at the Center, and sign them out when leaving. This is very important for a fire drill or in an emergency. The sign in/sign out sheets are used as a double check on the attendance of the children.

Building Access and Security

All visitors and guests must check in with the center office or director before entering the classroom. As the Jefferson Child Care & Education Center moves forward with increasing the security of our building and school-age program schools, we would like to bring to your attention our protocol we will continue to use at our building and school-age program schools. Continuing the protocols already in place, you may be expected to present a form of photo identification when entering the building. We ask that you do not hold the door open for any other visitors; each visitor must ring the office and school-age school doors for entry. Additionally, all visitors will be required to answer the following questions when ringing the office and school-age doors:

- Your name;
- Whom you are here to see;
- Purpose of your visit; and
- If you are expected.

We thank you for your cooperation to help us improve the safety and security of the students and staff in our building and school-age schools.

Policy on the release of children

If someone other than a parent/guardian is to pick up your child from the center, you must list that adult on your child's Emergency Form. If the adult taking your child from the center is not on the form, we must have your written permission in advance. Adults listed on your child's Emergency Form must show a picture ID before they will be allowed to sign your child out of the center. Please speak to your child's teacher or the director if there is a change in your routine pick up plan, so that we can remind your child during the day.

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

We must be able to reach you or someone on your authorized pick up list at all times. Please make sure that all people on your emergency list are aware that they are listed, and are willing to pick your child up in case of illness or emergency. Failure to comply with this may jeopardize your child's enrollment at the center.

Please carefully supervise your child whenever entering or leaving the center. When you sign your child out, you are responsible for their safety and supervision.

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

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, a staff member shall call the 24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

Late Pick-Up Policy

It is very difficult for children to be left at school after their normal pick-up time. We ask that parents make every effort to observe their contract hours and the center's closing time and are respectful of the staff's needs to get home to their own families and other obligations. If you are late, staff will attempt to reach parents and all children are to be picked up BEFORE the 6:00 p.m. closing time.

In the event of a late pick-up, there will be a \$1 per minute fee.

Two staff members will remain at the program with the child. A staff member will attempt to contact the parent(s) and/or other person(s) authorized to care for the child as indicated on the Emergency Card submitted to the program upon registration; The program may refuse to provide services to any child who is picked up late three times within one school year; A staff member shall contact the Director or Director's designee; and If after one hour (7:00 p.m.) a child has not been picked up, a staff member may call the 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance.

The Jefferson Child Care and Education Center Late Pick-Up fee applies when a child is picked-up after 6:00 PM. Charges would be as follows:

We understand that there may be unforeseen circumstances that results in a late pick-up of your child and we allow for two (2) excusable late pick-ups per year. We will also take into consideration a storm or other weather event that may result in a late pick-up.

Field Trips and Walks

To enrich curriculum experiences and teach children about their community, we take walks throughout Jefferson Child Care & Education and to places surrounding the Center. Parents will be informed in advance of any trips off campus and are always welcome to participate. We will follow state ratios for field trips, carry first aid equipment, emergency forms, and a cell phone.

Please see the center director for information about summer field trips.

Emergency Procedures

Jefferson Child Care & Education Center has an emergency plan in the event of fire, and/or natural disaster. If there is a major disaster, children will be cared for on-site if it is safe, or moved to another location. Parents are asked to pick up their children as soon as possible, and to please limit phone calls. Although we know you will be concerned about your child, we need to be free to care for all children and the phone lines will need to be kept free for emergency use. All centers have first aid supplies, food, water, and blankets on hand if children need to remain in the centers for an extended period of time. Sign out procedures will be followed. If you send another adult to pick up your child, they must be on your child's emergency list.

Each month the centers have drills to keep staff and children prepared for an emergency. Children participate in fire drills, as well as lock down drills. All centers are equipped with smoke detectors and fire extinguishers.

Emergency Evacuation

In the event that a center must evacuate, we work with Star of the Sea Church as our designated evacuation location.

Suspected Child Abuse and Neglect

All staff members are mandated to report suspected child abuse or neglect at 24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873).

Nutrition Policies

Parents are responsible for providing meals and snacks at all programs. All meals and snacks should meet the requirements of the Department of Agriculture (USDA). Meals and snacks are at regularly established times as noted on classroom schedules. Family style eating is an integral part of our program. Staff sits with children during mealtimes to serve as role models and to encourage healthy eating habits.

Food Allergies / Restrictions

The Jefferson Child Care & Education Preschool Center is nut free.

Sleeping Arrangements

The director /program coordinator will discuss napping and sleeping arrangements with you during your intake appointment. We are required to provide a napping/resting period for all children up until they reach kindergarten age. Our licensing requirements prevent us from disrupting a child's sleep by waking them up, or forcing them to sleep if they are not tired. In the Infant-Toddler classrooms children are always put down to sleep on their backs. After that, they can assume any position.

Grievance Procedure

Parents may grieve any action taken by the Center, in writing, to the Executive Director. If the Executive Director's written response proves unsatisfactory to the parent(s), a grievance may be submitted, in writing, to the Board of Directors to be addressed at the next scheduled Board Meeting.

Termination of Services

The Center may terminate your child's enrollment under the following circumstances:

- Non-payment for your child care services and/or lack of adherence to tuition payment policies.
- Parents falsify information on enrollment forms or otherwise knowingly falsify information.
- Parents do not agree or do not follow and comply with the policies set forth in this Handbook.
- Lack of parental cooperation with the Center's efforts to resolve differences and/or to meet the child's needs through parent / staff meetings or conferences.
- Inappropriate or abusive behavior and / or verbal abuse or threats by parents, relatives, guardians or other parties toward the center staff, other parents or children.
- Inability of parents to deal in a professional manner with Center personnel or other parents and children at the center.
- The continued enrollment of the child poses a risk to the health and/or safety of other children, parents or center staff members or continued enrollment of the child constitutes an undue burden on the Center's resources.

FEE POLICIES

Contracted Weekly Fee

The entire weekly fee is due for every contracted week of service. If a program is closed for a holiday, the entire contracted weekly fee must be paid. The entire contracted fee is due when a child is absent due to illness, inclement weather, vacation, family visits or any other reason.

No additional fee is charged when public schools schedule half-day sessions for parent/teacher conferences or public school teacher workshops.

A 10% sibling discount is given for children in full time care.

Deposit

A two week deposit is required for each child enrolled in the center. This deposit will remain on your account until we receive a two week notice of withdrawal, at which time it will be given back to you or credited to your account.

Payment Schedule

Fees are due one week in advance, each Thursday. Fees may be paid more than one week in advance if specified in the fee contract. The Center requires a **two-week notice** of withdrawal from the program. Failure to provide notice may result in forfeit of deposit. Payments may be made at each location.

Form of Payment

Fee payment will be accepted in cash (**preschool only**), check, money order, visa, master card or debit credit. By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law. If the bank returns checks more than twice, we reserve the right to require cash or money orders for future payments.

Late Payment

If fees are not paid when due, a Notice of Intent to Terminate Services will be issued and a late charge will be added to your account. If fee payment is not received by the Center within five (5) days of the date of this notice, services will be terminated.

Reduced Tuition Rates

Please contact the office for information on eligibility.

Absenteeism Policy

In the event your child will not be attending JCCEC, the parent or guardian should call the office before 9am. If your child is absent for more than three consecutive days parents will be contacted to determine the reason.

Reporting of Injuries

The Bureau of Licensing requires all licensed Child Care Centers, including Jefferson Child Care & Education Center, to report any unexplained cuts, bruises, marks, or bodily injury on any child enrolled in the Center to the Division of Youth and Family Services. **PLEASE** report any injury to your child's teacher. The teacher will report any injury occurring at the Center to parents. We work together, at Jefferson Child Care and Education Center, to make this a safe environment for our children.

EMERGENCY CLOSING POLICY

In the event of inclement weather the Jefferson Child Care and Education Center follows the same emergency closing as the Jefferson Township Public Schools. We will use our "One Call System". This system will notify you of Emergency closings, early dismissals, etc.

- The Center will close when the Jefferson Township Public Schools close for weather. All closings will be announced by 6:30 a.m. on the Center's website, Jeffersonchildcare.org. and through The One Call Emergency System.
- When the Jefferson Township Public Schools announce a delayed opening due to weather, all Jefferson Child Care programs will open at 9:a.m.
- When the Jefferson Township Public Schools announce a delayed opening, but then change to closing, all Jefferson Child Care programs will be closed.
- If the Jefferson Township Public Schools close early after initial opening at the regular time, all Jefferson Child Care programs will also close early.
- The Jefferson Child Care and Education Center's programs may close early after the public school's regular hours. In either event, parents will be contacted at their emergency number.

OUTDOOR PLAY POLICY

Fresh air and exercise are important elements in the development of all children. There is direct correlation between fresh air and exercise and the development of a child's physical, emotional, and intellectual well - being.

It is the policy of the Jefferson Child Care and Education Center to provide outdoor play to all children each day. During inclement weather, (example: below 0 degree temperature, rain, sleet or hail), we will keep the children indoors. Playground conditions may also prevent outdoor play.

Sunscreen Policy

Children spend a great deal of time outdoors during most days. If you would like your child to use sunscreen, please apply it in the morning before coming to school. Parents who want children to have a second application in the afternoon will need to fill out a sunscreen authorization form. The centers will provide a broad spectrum sunscreen (the type recommended by the FDA), but you are welcome to provide your own sunscreen if you wish. If you are providing your own sunscreen, you must write your child's name on the bottle and it must have an expiration date on it.

CLOTHING POLICY

Infants/Toddlers/Preschool/Before & After Kindergarten

Children must have at least one change of clothes at all times. Please label them with your child's name. Children who are potty training will need several complete changes of clothes at the Center daily.

Summer Camp

All clothing, bathing suits, towels and personal belongings must be clearly labeled.
All clothing and personal belongings must be removed from the program each Friday.

TOILET TRAINING POLICY

Preschool

Toilet training will begin when appropriate for each child's age and stage of development. Parents will be consulted on the methods used at home. Feedback will be provided on each child's progress at the Center.

PRESCHOOL NAP POLICY

Children in the Preschool Program take naps daily approximately from 12:30 PM to 3 PM. We provide a cot and sheet for each child. The sheets are laundered weekly. Parents need to supply a small blanket. Please remember to take it home to be washed once a week.

Children are welcome to have security objects such as a stuffed animal at naptime if they are important to your child. At all other times of the day, security objects are kept in the child's cubby.

We recognize that older preschool children sometimes do not need to sleep for the entire two hours. However, they really need some rest time to help them relax and unwind from their busy morning schedule. This quiet time enables them to have a more positive afternoon and be a happier child at home with you at the end of the day. If a child awakens early and is ready to get up, he is permitted to do so.

POLICY ON TOYS AND GAMES

Please do not bring in toys / games from home, as the Jefferson Child Care Center cannot be responsible for them.

SCREEN TIME POLICY

Jefferson Child Care and Education Center understands that families allow children to have access to video/TV/ electronic devices, etc. In order to incorporate the AAP (American Academy of Pediatrics) recommendations into the children total screen time daily, we use the following policies:

- Children under the age of 2 should have no screen time.
- Preschool children are limited to 15 minutes of educational programming daily.
- We do not use TV at JCCEC.
- In addition JCCEC share information with families on the use of technology with children and the benefits of physical activities as an alternative.

POLICY OF TECHNOLOGY USE USE OF ELECTRONIC DEVICES, INTERNET

Staff Cell Phone Use

It is the policy of Jefferson Child Care and Education that cell phones are not permitted while working on the floor or outside during work hours with the children. The staff is permitted (for safety purposes) to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the center or the children's parents/guardians/caregivers. Personal cell phones are not to be used to take photos or videos of the children. Cell phones are not permitted to be used for communication with a parent to discuss a child or anything pertaining to center matters.

Center Camera/Tablets/iPads

The center's camera/tablets/iPads are the only device that is permitted to be used for photos or videos but only with a signed consent of the child's parent/guardian. Photos and videos are only to be used for internal purposes only. Any breach of this policy must be reported to the center's administration and appropriate disciplinary action will be taken.

Internet

Staff may use the internet through the office computer when appropriate to access information needed to conduct informative/educational experiences for the children.

Staff is responsible for using the Internet in a manner that is ethical and lawful.

Staff, children and all others using the center's computers/iPads must respect and protect privacy of others and must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations and copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material, must be reported. E-mail is to be used for business purposes only and can only be sent by the administration of the center.

Postings

Facebook is used by Jefferson Child Care and Education Center management for advertising purposes. Any photos that are used on Facebook are done so with the direct written consent from the child's parents or guardians.

Information about staff (presently employed or previously employed), children (presently enrolled or previously enrolled), private or sensitive center information and parents/guardians/ caregivers (including photos or videos) must not be posted on the parent's personal web space, any social networking site (eg; blogs,

Facebook, Snapchat, twitter) any public networking or file sharing site (eg: photo bucket, flicker, you tube) or any other type of internet website.

Administration of the center has the right to monitor the use of information technology resources and to examine, use and disclose any data found. Use of a child's pictures, videos or personal information on any form of technology or social media site may result in expulsion of the family. In addition, administration has the right to release data to law enforcement if it is criminal in nature.

Parents are not permitted to post pictures or videos of any children other than their own (unless you have explicit consent from the parents of the child) on any social media website including but not limited to the sites listed in this policy.

Communication is prohibited through the use of a staff member's personal cell phone. Communication through the administration's personal cell phone is permitted with prior approval.

Vulgar or abusive language, disparaging remarks and/or references of disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.

General center information/updates may be posted with the prior permission of the administration.

Screen Viewing and Computer Policy

Jefferson Child Care and Education Center provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation and exploration. Jefferson Child Care and Education Center follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performances in school, overweight children and the establishment of poor dietary habits. As such, children at Jefferson Child Care and Education Center under age two will not have access to screen viewing, which includes iPads, watching videos or DVDs, playing with video games or using the computer. For children age two and older, screen/computer (iPads) viewing for educational purposes is limited to 60 minutes per week. Computer use is limited to 20 minutes increments.

Any breach identified in the center's Use of Technology Policy and Social Media must be reported to the center's administration.

POLICY ON INCLUSION

Jefferson Child Care & Education Center does not discriminate against children with disabilities and will make reasonable modifications in order to accommodate them. Developmentally appropriate experiences are provided for all children to learn through play with their peers, supported by knowledgeable staff.

POLICY ON CHILD HEALTH RECORDS & IMMUNIZATIONS

Health Requirements for Admission

Health regulations are determined by the State of New Jersey Department of Health

For the protection of all children enrolled in the program, the following requirements are necessary:

1. Verification of your child's current immunizations must be on file before you child may attend school. A physical exam by a licensed physician is required within 30 days of enrollment, Immunization records must be kept current while your child is enrolled in the program.
2. Completion of a Universal Health Form, and instructions for children with special health medical needs The Universal Health record must be updated annually and immunizations as completed.

Health, Safety and Nutrition

The centers maintain clean, safe, and healthful environments. Our goal is to protect and enhance the health and safety of all children and staff. Adults model good health and safety behaviors and promote good daily health routines.

Daily Health Evaluation

State regulations require that a teacher evaluate each child's health when the child arrives at school. Teachers do not allow sick or possibly ill children in the classroom. Teacher use their discretion and best judgment when sending a child home.

Should your child become ill at school, the parent will be called immediately, and your child will need to be taken home by you or someone on your authorized pick up list within 30 minutes of the call. If your child attends the Before and After Kindergarten or School Age Programs, and they stay home from school because of illness or tiredness, they may not come to the programs that day.

If there a disagreement with the center's decision to send the child home, the parents will need verification from a physician stating that the child is not contagious and is well enough to take part in the program.

Teachers appreciate knowing if your child is undergoing any unusual or traumatic experiences that might affect their behavior at school. This information allows teachers to better meet the needs of your child during school hours.

Health Policy

To protect children who are well and to prevent sick children from developing secondary infections, Jefferson Child Care & Education Center adheres to the following policies:

Children Must Be Excluded From The Center With These Symptoms:

Symptoms

Child May Not Return to School Until:

Fever of 101.5 or above

The temperature has returned to normal for at least 24 hours without medication.

Cold/flu symptoms

Thick yellow or green mucus discharge is no longer draining from nose for at least 24 hours and coughing has subsided.

Diarrhea/Vomiting

Loose stools and vomiting have subsided for at least 24 hours and your child has returned to normal eating with no stomach upset.

Earache/Sore Throat

A doctor has written a release for your child to return to school, or has been on antibiotics for 24 hours, or symptoms subside.

Red/Discharging Eyes

Eyes are clear or your child has been on antibiotics for 24 hours.

Rash

Spreading, itching and / or discomfort have disappeared or have been diagnosed by a doctor as non-communicable.

Head Lice

The child has been treated with lice shampoo and all nits have been removed from hair.

In addition, children may be excluded from the center if they do not feel well enough to participate in the program (including outside play).

Please notify the center immediately if your child has a contagious disease. Strep throat, Pinworms, impetigo, conjunctivitis, measles, mumps, chicken pox and head lice, among others, are categorized as highly contagious.

We will notify all parents if children have been exposed to a contagious disease while at the preschool.

In some situations, a written note from the doctor will be required for a child with a contagious disease to return to the center.

Strategies for Keeping Your Child Healthy

- All Children should have a primary care physical (i.e. pediatrician, nurse practitioner,) which can consistently all aspects of pediatric care, well child visits; immunizations; screenings and assessments; patient and patient counseling about health, nutrition, safety, and mental health; and supervision of care. This should include referrals to specialists/consultants as needed.
- Pay close attention to your child's health. Manage Take the initiative in getting your child to the doctor as soon as you suspect that your child may have an infection. You can avoid losing time at work or school by identifying illness early.
- Let your child's doctor know that your child is in a group care. Communication this information to your doctor will enable him/her to work with you to help keep your child's as well as possible.

- Pay attention to your child's sleep and diet. Fatigue increases susceptibility to illness. It is very important that your child's health as well as cognitive and physical development that your child be eating a balanced, nutritious diet.
- Dress your child appropriately for the weather. Over-dressing and under-dressing contribute to poor temperature regulation, which may lead to illness. Please keep a sweater in your child's cubby. We can always undress a child if the weather turns warm we cannot always find an extra sweater if the weather turns cool.
- Be prepared for your child's illnesses. Develop a back-up network of people who can care for your child in an emergency. Children, whether they are in or out of group care have an average of six colds per year, usually occurring during the fall, winter, and spring months. You may lose work/.school time during your child's first year of group care.
- The American Academy of Pediatrics states that your children should not be put to bed with a bottle. This can cause ear infections and tooth decay. Young children's Eustachian tubes can become congested and infected from drinking bottles while lying on a flat surface. Milk or juice in bottles can also cause a condition called bottle mouth in which children damage or lose their baby teeth. This can seriously affect their permanent teeth, and it is painful and expensive to correct.
- For the health and safety of children, personal pets and animals are not allowed in the center without prior authorization from the center director.

Medication

A center Director, Program Coordinator or teacher shall administer medications for children only when prescribed by a physician. Each container must be child proof, carry the name of the medication, the date prescribed, the name of the child for whom it was prescribed, the name of the prescribing physician, and physicians instructions.

When sample medication is given by the physician or when the physician requests that you give your child an over-the-counter medication or dietary supplement, the medication must be accompanied by the same information as a prescription, written on the doctor's prescription stationary with a current date.

Parents must completely fill out and sign a Medication Authorization Form. If your child continues to need medication the following week, a new form must be filled out on Monday or medication will not be given.

If your child needs medication on a continual basis because of a chronic condition, please speak to your director.

POLICY ON ADMINISTERING MEDICINE/HEALTH CARE PROCEDURE

Medication and health care procedures shall be administered only after receipt of written approval from the child's parent(s).

Jefferson Child Care and Education Center shall:

Designate those staff members who are authorized to administer medication or health care procedures to or to supervise self-administration of medication or health care procedures by, those children whose parents authorize it.

Ensure that each staff member designated to administer medication and health care procedures is informed of each child's medication and health care needs.

- All medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to the children.
- All medication shall be kept in its original container
- Medication shall be refrigerated if so indicated on the label
- Unused or expired medication and health care equipment shall be returned to the child's parent or disposed of safely in a child-resistant waste receptacle when no longer being administered

All prescription medication for a child shall be:

- Prescribed in the name of and specifically for the child
- Stored in its prescription container, which has been labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated and directions for its administration.

Jefferson Child Care and Education Center shall limit the dispensing of non-prescription over-the-counter medication to the following types of medicines, which shall be dispensed in accordance with the recommended dosage, age and/or weight of the child, as indicated on the label

- Antihistamines
- Cough suppressants
- Decongestants
- Non-aspirin fever reducers, pain relievers
- Topical preparations, such as sunscreen and diaper rash preparations

Jefferson Child Care and Education Center may permit the dispensing of non-prescription medication other than those listed above or according to instructions other than those indicated on the label, if the child's health care provider authorizes it in writing.

Jefferson Child Care and Education Center shall maintain on file a record of the following:

The child's name and parental authorization for the center to administer medication or health care procedures.

- The name of the medication or health care procedure
- The condition for which the medication or health care procedure is being used
- The instructions for administration, including the dosage and frequency
- The date and time medication or a health care procedure was administered to a child and the name or initials of the staff member who administered it
- Any adverse effect the medication can have or has had on the child

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, Jefferson Child Care and Education Center shall obtain from the child's parent a written action plan from a health care provider indicating:

- The name of the child
- The name of the medication or procedure
- The condition or indications for administration of the medication or procedure

The instructions for administration of the medication or procedure

The name and telephone number of the health care provider

Before administering a health care procedure associated with a child's health condition, such as the use of a blood glucose monitor, nebulizer or epinephrine pen, Jefferson Child Care and Education Center shall ensure that all staff members who administer the procedure are taught to do so by the child's parent or another appropriately trained person.

Jefferson Child Care and Education Center shall inform the child's parent immediately if a child exhibits any adverse effect of a medication or health care procedure.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES (Office of Licensing/April 2017)

Table of Excludable Communicable Diseases

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home. The child will remain in the office supervised by the administrative staff on a clean cot if needed until he/she is picked up by the parent or guardian.

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

Once the child is symptom/fever free **without medication**, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center unless contraindicated by local health department or Department of Health.

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

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

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf .

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 himself/herself or others:

Respiratory Illnesses

Chicken Pox**
German Measels
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

*Reportable diseases that will be reported to the health department by the center.

**Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days have elapsed since the onset of that rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the center, you will be notified in writing.

Guidelines for Positive Discipline (Office of Licensing/April 2017)

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

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

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

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

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

GUIDING CHILDREN'S BEHAVIOR

The environment and social interactions of our childcare programs are structured to teach children self-discipline and self-control. Respect for the rights of the individual child, the group, and the adult are fostered.

Children feel more secure when they have limits that are appropriate and consistently enforces.

Given limits, children can learn to make independent decisions. Children need the security of knowing that there are adults who will not let them go beyond reasonable boundaries when their own self-control fails them.

The goal of our program is to maintain appropriate limits, which allow children to explore and grow without harming other children or themselves by:

- Providing consistency in enforcing limitations;
- Responding to inappropriate behavior by redirection activities and providing positive alternatives;
- Showing disapproval of the child's act rather than the child;
- Talking with and not to children in a natural voice;
- Giving children positive attention and recognizing positive behaviors;
- Helping children to express anger with words rather than inappropriate actions;
- Involving the group in making rules;
- Considering the individual needs of children as well as the needs of the group, whenever possible;
- Providing a choice of developmentally appropriate activities;
- Using encouragement rather than competition, comparison, or criticism;
- Showing appreciation for children's opinions responding to positive behavior, and using praise and approval.

The childcare curriculum is structured to allow children to select their own activities, which fosters independence and promotes children's self-esteem. Conflict is minimized and independence is fostered when children are engaged in activities that are filling their individual needs.

In no instance shall a child be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another child.

PROCEDURES FOR NEGOTIATING DIFFICULTIES AND DIFFERENCES

At the Jefferson Child Care & Education Center there are many opportunities for parents and staff to work together. If a parent raises a concern which cannot be resolved informally the Director and Preschool Coordinator will suggest having a conference with family and staff so differences can be resolved constructively. Together, we will implement different strategies and develop a plan that will foster a successful outcome.

EXPULSION POLICY (Office of Licensing/April 2017)

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

Immediate Causes for Expulsion:

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

Parental Actions for Child's Expulsion:

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff
- Other (explain)

Child's Actions for Expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

Schedule of Expulsion:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result on permanent expulsion from the center.

A Child Will Not Be Expelled if a parent/guardian:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements. (1-800-667-9845)
- Reported abuse or neglect occurring at the center. (1800-877-NJ- ABUSE) (1-800-652-2873)
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions That Will Be Taken In Order To Prevent Expulsion:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendations of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

Jefferson Child Care and Education Center Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: State of New Jersey, Department of Human Services, Licensing Publication fees, PO Box 34399, Newark New Jersey 07189-4399.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the 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 disease. 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

Our center must offer parents of enrolled children ample opportunity to 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 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 periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800)242-5846.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101336 (42U.S.C. 12101 et seq.). Anyone who believes the center is not compliance with these laws may contact the Division of 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).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected of any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by an adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse Hotline, toll-free at 1-(877) NJ Abuse (652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

JEFFERSON CHILD CARE AND EDUCATION CENTER PROGRAMS

- Preschool 29 Nolan's Point Rd. Lake Hopatcong 973-663-2704
- Before and After Kindergarten: 29 Nolan's Point Rd. Lake Hopatcong 973-663-2704
- After School 1st and 2nd Grade: Briggs School: (973) 663-3822
- Before and After School 3rd through 5th Grades: Stanlick: (973) 663-0674
- Before and After School 1st through 5th Grade: White Rock: (973) 208-2191

Fax: 973-663-9447

E-Mail: info@jeffersonchildcare.org

Web Site: <http://www.jeffersonchildcare.org>

Hours of operation: 7:00 AM – 6:00 PM

The following Information Pertains to Infant & Toddlers Only

Daily Schedules

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Infants follow their own biological needs. They are fed, changed and nap when they need it.

Toddlers are changed/ taken to the toilet before transitions in the day and as needed. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, she/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child's behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite.

Components of a typical day in the Infant Room are:

- Breakfast
- Lunch
- Snacks
- Free play and diapering
- Group Time
- Outdoor Time
- Art
- Naptime

Supervising Infants and Toddlers:

Teacher staff members must position themselves in a way that they can see and hear all children at all times.

Sleeping

Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for walk in a stroller, they will be put in their cribs to continue their sleep. Toddlers will nap on a cot. All the sheets for the infants and toddlers are provided by the Center and are washed here at least weekly or whenever soiled.

Safe Sleeping Practices

It is the policy of Jefferson Child Care and Education Center to use cribs without drop sides as required by Office of Licensing.

Infants will be placed on their backs to sleep in a crib. Infants may be allowed to assume any comfortable sleeping position when they can easily turn themselves from the back position. The infants at Jefferson Child Care and Education Center are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. A sheet will be provided for your infant and toddler. The child's head must remain uncovered during sleep. The above practices are supported by the U.S Consumer Product Safety Commission, The American Academy of Pediatrics, and the National Institute of Child Health and Human Development. These practices are required by the N.J. office of licensing standards. All cribs have vision panels to allow staff to observe children at all times.

We understand that practices may be different at home and that some children have unique situations (e.g. – twins who may sleep together in the same crib). However, we must follow licensing guidelines and adhere to the above stated policies. It may or may not be difficult for some children to adjust if they are used to sleeping in a different position or with a parent/sibling.

Infant/Toddler Feeding:

The Program Coordinator will obtain and review a written description of each child's feeding history from the parents before the child enters the program. Individual infant feeding plan will be formulated.

Staff trained in first aid for choking will be present whenever infants or toddlers are being fed. No more than three infants will be fed by one caregiver. During feeding, the child's primary caregiver will sit near the child, make eye contact and communicate with the child.

Food should be cut up to ¼ - ½ inch pieces for finger feeding by children who are six months of age and older. Utensils will be available to children who can use them.

Any round, firm foods that might lodge in the throat of a child under 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.

When high chairs are used, the teacher will strap the child in securely and not rely solely upon the tray for restraint.

The teacher will check that a child's hands are out of the way when attaching or detaching the tray from the chair.

Infants will not be allowed to stand in the high chair; older children will not be permitted to hang onto the high chair.

Trays, arms, and seats of high chairs will be cleaned and disinfected before and after each use. They will be stored out of the path of doors or walkways.

For bottle feeding, infants will either be held or fed sitting up. Bottle propping, feeding in cribs, beds or while using other sleep equipment or carrying of bottles by young children will not be permitted.

Infants will be fed "on demand" to the extent possible, but at least every four hours and usually not more than hourly.

Solid foods should be introduced into the child's diet no earlier than six months of age unless indicated by an individual child's nutritional and developmental needs after consultation with the parent or legal guardian. Modification of basic food patterns will be provided in writing by the child's health care provider.

After six months of age, children will be encouraged to self feed to the extent that they have the necessary skills. They should be offered a choice of foods from a limited number of appropriate options. Children will be encouraged, but not forced to eat a variety of foods.

Breast feeding will be supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines in child care with mother's schedule. Mothers who desire privacy for breast feeding may use either the infant room or the teacher's room. Expressed breast milk may be brought from home or frozen or kept cold during transit. Fresh

breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles will be labeled with the child's name and the date the milk was expressed. Frozen breast milk will be dated and may be kept for up to three months in a freezer that maintains a temperature of 0 degrees F. Frozen breast milk will be thawed under running cold water or in the refrigerator. Precautions appropriate to the handling of a body fluid will be followed. This includes good hand washing. Gloves are not required while feeding expressed breast milk, but breast milk should otherwise be treated as a body fluid. Teachers who have open cuts or sores on their hands should practice universal precautions.

Formula will be brought to the facility in a factory sealed container. The formula will be in a ready to feed strength or prepared from powder or concentrate at the child care site. Formula will be diluted according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home will be labeled with the child's name.

Only cleaned and disinfected bottles and nipples will be used. All filled bottles of breast milk or iron-fortified formula will be refrigerated until immediately prior to feeding, and will not be prepared and stored more than 24 hours before feeding occurs. Once open, liquid formula containers will be emptied into a glass or plastic container, the formula refrigerated and discarded after 48 hours. Any contents remaining in a feeding bottle after a feeding will be discarded after one hour.

Bottled breast milk or formula to be warmed will be placed in a pan of warm water at a temperature not to exceed 120 degrees F for five minutes, gently mixed, and temperature tested before feeding. Bottled breast milk or formula will never be warmed in a microwave oven.

Only whole, pasteurized milk will be served to children younger than 24 months of age who are not on formula or breast milk. Only formula or breast milk will be served to infants under 12 months of age, except at the written direction of a parent or legal guardian and the child's health care provider.

Commercially packaged baby food will be served from a bowl or cup and not directly from the commercial container unless the entire container will be used for one feeding. Solids will be fed by spoon only, not by bottle. Uneaten food in dishes will be discarded.

Staff will not offer solid foods or fruit juices to children less than 6 months of age unless recommended by the child's physician and approved by the family. Fruit juice is to be 100% pure juice. No more than 4 ounces is allowed to be served.

Sweetened beverages will never be served.

Feeding children with Nutritional Special Needs:

Children with special needs related to their ability or a nutritional need will have an individual management plan that includes a written description of each child's feeding history, including prohibited foods, and substitute foods where applicable, as supplied by the parent, legal guardian and the child's health care provider.

Jefferson Child Care and Education Center Diapering Policies

For children who are unable to use the toilet consistently, the program makes sure that:

- Staff uses only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use.
- Clothes that are soiled by urine or feces will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
- Diapers are changed when wet or soiled.
- Staff will change children's diapers or soiled underwear in the designated changing areas only.
- At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
- In the changing areas, staff follows changing procedures as outlined in the Cleaning and Sanitation Frequency Table.
- Surfaces used for changing and on which changing materials are placed are not to be used for any other purpose.
- Staff will dispose of contaminated materials and diapers in plastic bags with secure tie that is placed in a closed container.
- Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly by using a hands-free device.
- Containers are kept closed and are not accessible to children.

Baby Walker Policy:

It is the policy of Jefferson Child Care and Education Center not to use infant walkers.