

The Wonder Years Early Childhood Learning Center

Parent Handbook

The Wonder Years Early Childhood Learning Center

[littlescholarnj@gmail.com](mailto:littlescholarnj@gmail.com)

444 Union Ave

Belleville, NJ 07109

[www.littlescholar.org](http://www.littlescholar.org)

Established 1978

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Dear Parents:

On behalf of the staff at The Wonder Years, we would like to welcome you to our center. Our goal and intention since 1978 is to provide a safe, clean, healthy, and nurturing learning environment for your child.

A preschooler's world opens up in new ways as children improve coordination, learn complex games, and begin to interact more with their peers. At The Wonder Years we introduce language, math, science and social skills to encourage learning one step at a time. Our staff also provides plenty of individual attention to support your child's unique needs.

Our programs provide a rich classroom environment where children are encouraged to explore and are challenged to learn, while making friends and developing self-confidence. Because children learn best by doing, we provide opportunities for hands-on experiences. The Wonder Years’ program's ultimate goal is to prepare your child to successfully enter kindergarten, and to become a successful lifetime learner. Our teachers are focusing on preparing your child for the next level of learning. Throughout your child’s time with us they will acquire a full breadth of developmental skills necessary to successfully enter kindergarten eager and ready to learn.

Our Objectives:

* To provide a healthy, safe, positive environment and good self-esteem in our children
* To help our children develop their cognitive, social, emotional and physical well being
* To help our children understand and explore their environment
* To help each child develop his/her potential through language skills and creative arts skills

This handbook contains information regarding the childcare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our program.

Our program follows the guidelines of the New Jersey Department of Children and Families licensing requirements of the Office of Licensing.

We have an open door policy so whenever you want to visit, please stop by. I can also be reached at the contact number or email above. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Lori Hascsak , Director/Owner

Our Vision

Our vision is to create a community that provides high quality childcare where all children can feel loved and encouraged to grow to their fullest potential that will last a lifetime.

Our Mission

Our Mission is to provide high quality childcare to all children in a safe and nurturing environment.  We will provide experiences that promote social and emotional growth for all children.  Our program will allow all children experiences through developmentally appropriate activities that will encourage growth.

Our Values

* **Safety** for all children
* **Quality** childcare
* **Partnership** in the community
* **Positive Learning Environment** to engage children in activities that foster growth
* **Inclusion** of all children

**Hours of Operation**

Monday through Friday – 7:00 AM – 6:00 PM

**Emergency Closing Policy**

In the event of inclement weather, The Wonder Years follows the same emergency closing as the Belleville Public Schools. All closings will be announced by 6:30 AM on the Center’s telephone voicemail: 973-751-4050.

If The Wonder Years plans to close early due to inclement weather or an emergency, parents will be contacted by telephone. Please make sure all contact information is kept current.

Change in Personal Information: Parents are responsible for advising the center of changes in address, phone, work, emergency telephone numbers, any changes to the authorized pick-up list and medical conditions/allergies.

**Holiday Closings**

October- Columbus Day

November-Thanksgiving Day and the day after

December 24 and 25- Christmas Eve and Christmas Day, New Year’s Eve

January New Year’s Day

Martin Luther King Day

February Presidents Day

April Good Friday

May Memorial Day

July Independence Day Observed

August Thursday & Friday before Labor Day

September Labor Day

**ADMISSION and ENROLLMENT**

All admission and enrollment forms must be completed and registration fee and 2-week security deposit paid prior to your child’s first day of attendance. All documents must be completed in its entirety and signed prior to registration.

* Enrollment Application (all pages)
* Immunizations form the doctor
* Universal Health Form
* Parent Handbook Sign Off Form

**Communication and Family Partnership**

**Daily Communications**

If necessary daily notes from the center staff will keep you informed about your child’s activities and experiences. Notes will be placed into your child’s cubby at the end of the day. Please be sure to check the cubby.

**Parties and Celebrations**

If you wish to celebrate your child’s birthday, we ask that you notify us in advance. All celebrations will take place at 2:15PM, which is after lunch and rest time. These celebrations in the classroom are not meant for extended family members or to replace a large celebration at home. The party is meant for the child and his/her classmates. Please keep the party to a minimum.

*Reminder the center is PEANUT FREE. Please be sure to speak with your classroom teacher prior to bringing any food into the classroom.*

**Attendance**

Regular attendance is a very important part of our program. When your child attends regularly, he/she gains much more from the entire program. Young children work best when there is a consistent day-to-day routine for them to follow. They are easily confused if their attendance is irregular.

Please help us provide the best services for your child by sending them into EVERY SCHOOL DAY (unless they are ill). If your child is ill or cannot attend school for a serious reason, we ask that you PLEASE CALL, the morning of his/her absence. This will help us to keep accurate records. It will also allow the Wonder years staff to be aware of any pressing family concerns of problems.

In case of a communicable disease, such as chicken pox, measles, etc., it is extremely important that parents notify the preschool teacher immediately so that proper notification can be given to all families participating in the program.

If your child will be absent for more than a few days, the center must be notified.

**Withdrawal**

The Wonder Years Early Childhood Learning Center requires two week written notice of withdrawal prior to terminating a child’s registration from the program. A withdrawal form must be completed and given to the Director on or before you wish the two-week period to begin. The exact date of withdrawal must be specified on the withdrawal form.

The 2-week security deposit will be applied to the final two-week tuition payment only. If we do not receive 2 weeks written notice of withdrawal of your child, security deposits will be forfeited and not reimbursed. Withdrawal forms can be obtained in the office.

**DROP OFF and PICK UP**

Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and SIGN THEM IN via BRIGHTWHEEL. Please contact a staff member before leaving.

**Circle time starts at 9:00 AM. Please be on time. It is disruptive to the classroom if children come in late.**

We close promptly at 6:00PM. Please remember to sign them out via BRIGHTWHEEL.

**Sign In and Out**

We use Brightwheel as a tool for classroom management, sign in and out, communication, photos, videos, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents. You will receive an invitation to setup an account after registration is complete.

**It is the parent’s responsibility to sign their child in and out using the Brightwheel app.**

State regulations require that children be signed in & out each day with a full signature (first and last name of adult) not initials. We are required to keep accurate attendance. Make contact with a staff member so they know your child is in the building and at the end of the day when they are leaving the building.

**If you have arranged for someone else to pick up your child, you may write that person’s name on your child’s pick up form, or you may write a separate, dated note to the teacher. We cannot release your child into any other person’s custody without your written permission.**

**Attendance Transactions (CCR&R families)**

Parents receiving a child-care subsidy are required to see the Point of Service device located at the center. A parent or designee will perform a Check-In transaction when a child is dropped off at the Center and the start of childcare service begins. When the child leaves the Center a Check Out transaction is performed to capture the ending time of the childcare services. If a child's time and attendance did not get recorded when the child arrived at the center, it may be entered up to 13 days after the date of time and attendance. Failure to complete attendance transaction may result in the child subsidy being canceled and payment made to the center directly from the parent.

The director monitors attendance transactions.

**Policy on the release of children**

In keeping with New Jersey’s child care licensing requirements, we are obliged to provide you , as the parent of a child enrolled at The Wonder Years, with the below informational statement.

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 the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s), as specified in the above, fails to pick up a child at the time of the center's daily closing. The procedures shall require that:

* The child is supervised at all times
* Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
* An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and

## Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

If the parent(s) or person(s) authorized by the parent(s), as specified in above, appear 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 procedures shall require that:

* The child shall 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, as noted above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

**I.D. Policy**

The Wonder Years has an I.D. policy to protect the children. Parents provide us a list of names of those people who have been authorized to pick up their child from the center, no one else will be allowed to pick up a child. The designated person to pick up a child will be asked to show a picture ID and we will match the name to the authorized list in your child’s file. Only a parent or someone previously designated by the parent in writing may pick up a child. If anyone other than the parent picks up a child, they must present a picture I.D.

If there is an unexpected emergency, the parent must call and speak directly with the director or the child’s teacher to let them know the name of someone else who is coming that day. A written note, email or fax will be required.

To make sure the list is up to date the parent should add or delete names from the list, with written notification, as needed.

This policy is in effect for the children’s safety. We do not mean to cause any inconvenience.

**TUITION and FEES**

**Tuition Payments and Late Fees:**

If another payment schedule is necessary, please speak to the Director.

Tuition can be paid by check, cash, money order, or credit card. **We also now accept ZELLE.**

**Zelle Payment:**

We accept tuition payments with ZELLE. **The email to process a payment with ZELLE is littlescholarnj@gmail.com**

Zelle is a convenient way to send and receive money from friends, family and other people you know and trust. You can send money to almost anyone with an eligible U.S.-based bank account using his or her email address or U.S. mobile phone number.

Follow the link for instructions on how to use Zelle.

When sending tuition payments via Zelle, please use the center email: [littlescholarnj@gmail.com](mailto:littlescholarnj@gmail.com).

Your bank probably already has this feature, you just need to activate it.   You can start using this immediately for payments.  If you have any questions, let us know.

<https://www.zellepay.com/blog/3-reasons-why-busy-parents-use-zelle>

**Credit Card Payment:**

A credit card authorization form can also be completed and kept on file. This form will enable The Wonder Years to charge your credit card the first of the month for the full *monthly* tuition amount. Credit cards will only be processed 1x per month.

**All credit card transactions will be assessed a 2.5% checkout fee per transaction.**

**Late Payment Fees:**

All tuition payments are due by 6:00PM on Monday. If full payment for that week is not received by 6:00 PM Monday, a The Wonder Years will charge a $5.00 per day late fee. If tuition and late fees are not paid by the fifth calendar day of the month attendance may be denied.

If any outstanding balances are more than 2 weeks past due, your child will be removed from the school and all balances will be sent to a collection agency if not paid. You will be responsible for all applicable collection costs, court cost, attorney fees and any other fees associated with the collection of the outstanding balance. There are no exceptions.

**Returned Check Policy:**

Check payments returned for any reason will be charged a minimum of $35.00 in addition to any late payment fees. If a check is returned your tuition, payment is considered late. If more than two checks are returned to The Wonder Years, only cash payment, money order or credit card will be permitted going forward.

**Subsidized Childcare Payments:**

All parents receiving state/county subsidy for childcare payments must obtain a valid contract from the appropriate Child Care Resource and Referral Agency (CCR&R); i.e. : (Programs for Parents, CFR, The Urban League, 4C’s, etc.).

Parents are responsible for swiping the E-Childcare card every day to record attendance**. If the ECC card is not swiped to record attendance, the parent will be responsible for all payments not made by the CCR&R**. Parents will also be responsible for any payments not made by the CCR&R such as registration, vacation days, sick time, etc. Please refer to the ECC requirements provided to you by the CCR&R for more details.

Parents are responsible for making sure their contract is current. If the contract is not current your child may be denied access to school.

**Copayments:**

If a monthly copayment applies, all copayments are due in full on the first business day of the month by 6:00 PM. There are no exceptions. If payment is not received, a late fee will be assessed. There may be two copayments that apply.

The copayment determined by the CCR&R (if applicable) and the copayment determined by the center. The center’s copayment is the rate difference between the center rate and the CCR&R rate.

**Withdrawal Notification/Security Deposit:**

The Wonder Years Early Childhood Learning Center requires **two week written notice of withdrawal** prior to terminating a child’s registration from the program. A withdrawal form must be completed and given to the Director on or before you wish the two-week period to begin. The exact date of withdrawal must be specified on the withdrawal form.

The 2-week security deposit must and can only be used for the final two-week tuition payment only. The security deposit will NOT be refunded for any reason. Withdrawal forms can be obtained in the office. Failure to provide withdrawal notification in writing will result in loss of the deposit payment.

**Start Date**

Tuition will be due beginning the start date that you enter on the enrollment application.

**Tuition Refunds/Credits**

No tuition refunds will be made for any reason. No tuition credits will be issued for sick days, vacation days, personal days, holidays, snow days, occasional absences or closures due to weather or any circumstances beyond our control. Our teachers and assistants are paid for all hours worked.

**Vacation Policy Payment**

Full tuition payment must be paid prior to departure for vacation, if it is not, a late fee will be applied. Your enrollment space with The Wonder Years will not be held if tuition payment is not made in advance.

**Sibling Discount**

A 10% tuition discount will be applied to the oldest child and only one child.

**Third Party Checks**

A third party check is any check issued by someone else other than you, the parent/guardian. If a third party check is returned by the bank for any reason, you, the parent/guardian is responsible for the repayment of the check amount as well as the minimum $35.00 returned check fees and all additional late fees that apply.

**BEFORE & AFTER SCHOOL programs for traditional school schedules (Belleville Beginners)**

We are open 7:00am-6:00pm Monday-Friday. Even though the school day ends for the Belleville Beginners we are still here. Working families can rest assured we will engage your child until *YOUR* workday ends.

*Weekly rates apply*

**WINTER & SPRING BREAK (and all the days in between when school is closed)- School break programs to keep the learning going all year**

When school’s out for the Belleville Beginners, we are still here. You can rest assured that we will be here for all the working families. Kids love the educational activities and socialization, and parents love that kids can continue learning and having fun in an environment that they know and are comfortable.

*Weekly rates apply*

**Summer Break**

We are open all year! Bellville Beginners and their families can stay with us all year long and enjoy the activities that we always have planned. Over the course of 12 weeks, our summer program focuses on keeping kids’ skills sharp, friendships strong, and bodies moving. Your child will be unplugged and clued-in to their unique curiosities, passions, and creativity!

*Weekly rates apply*

**Late Pick Up Fee**

The Wonder Years closes promptly at 6:00 PM.  Parents who pick up their child after closing time, a late fee of $1.00 for each minute that the child remains at the program will be added to the next invoice. The program may refuse to provide services to any child who is picked up late four times within one school year.

We ask everyone’s cooperation in adhering to the time frames that have been set by our center.

If any outstanding balances are more than 3 weeks past due, your child will be removed from the school and all balances will be sent to a collection agency if not paid. You will be responsible for all applicable collection costs, court cost, attorney fees and any other fees associated with the collection of the outstanding balance. There are no exceptions.

**PERSONAL BELONGINGS**

What to Bring

* Weather appropriate change of clothes in a Ziploc to be kept at the center (socks, shoes, shirts, underwear, pants)
* Fitted crib sheet for rest time is applicable
* Lunch box

Please label all belongings with your child’s name to prevent items from becoming misplaced or lost. We are not responsible for lost or stolen items.

Cubbies

Upon enrollment each child will be assigned a cubby. Cubbies are labeled with your child’s name. Please check your child’s cubby on a daily basis for items that need to be taken home.

**Toys from Home**

Toys from home are prohibited. Please do not allow your child to bring toys from home into the center unless they are part of a show and tell activity.

**CHILD CARE NUTRITION**

**Child and Adult Care Food Program (CACFP)**

This center participates in the Child and Adult Care Food Program (CACFP) and provides healthy meals at no cost to all children and adults enrolled in the daycare center. By completing and returning the Income Eligibility Form, your child will receive Breakfast, Lunch and an afternoon Snack everyday. The Income Eligibility Form needs to be completed every year. Your center and CACFP will keep all information private.

**FOOD ALLERGIES/DIETARY RESTRICTIONS**

The center is PEANUT FREE. Please be conscious of this when you send your child with any food items.

Food allergies are becoming more common among infants and young children. It is important for us to work together to provide a safe environment for your child. We rely on you to keep us updated about any changes in your child's allergies.

To help keep your child safe, please provide the following information and materials, and update them as necessary:

* Verification of the food allergy and its level of severity, signed by a doctor.
* Complete and current health and medication forms.
* Updated emergency contact numbers on file and on the sign-in form.
* A doctor's order for an EpiPen, and/or any other necessary medications. An ALLERGY ACTION Plan is required. Please ask the Director for one to be completed by your doctor.
* Signed parental consent to administer medications.
* A sufficient supply of up-to-date medications.

If an EpiPen is required, it must be received in the original box from the pharmacy with the original prescription from the doctor. Two Epi-Pens are required to be kept at the center. As with all medications, please check the expiration date.

If a child has any dietary restrictions for any reason, these food items must be supplied to the center in writing at the time of registration. Any child with a food allergy OR dietary restriction is required to bring all snacks from home. The center will not provide any food to a child with an allergy or dietary restrictions. Food allergies and dietary restrictions are posted in each classroom.

Child Care Nutrition Includes Special Treats therefore a well-balanced childcare nutrition plan includes occasional treats, and what better time for treats than a birthday or holiday? Birthday and holiday treats help make these days even more special for the children.

Although we greatly appreciate it when parents send in treats, it is not necessary. If you wish to send a special birthday or holiday treat please speak to your child’s teacher ahead of time, and keep nutrition in mind when deciding on a treat. 100% juice boxes, fruits, snack crackers are all favorites of the children and healthier alternatives to traditional party food.

**WATER BOTTLES**

As a result of COVID-19 and proper health and safety practices, your child must have ***disposable*** water bottles brought from home everyday to drink from during the day. The water bottles must be labeled with their name and will be thrown away at the end of everyday.

**REST TIME**

The Wonder Years provides an opportunity for daily rest time for all children under the age of 5 years. At rest time, the children rest on a mat. Per the New Jersey Department of Human Services, each mat must be covered with a small sheet, blanket or other covering.

We require that you provide your child with a fitted crib sheet and a small blanket and a small pillow (optional). Do not send in large sheets, blankets, or pillows. They returned to you and will be sent home.

In order to store these items, please provide a laundry sack. Providing these items for your child will make their naptime more comfortable. Please label all items with their name.

Everyday your child’s sack with their naptime items must be taken home to be washed and returned on Monday morning. This is for sanitary reasons.

**HEALTH and SAFETY**

What Should My Child Wear to School Today?

When dressing for school, please keep these three things in mind:

**Safety**

We recommend that your child wear clothes, soft (rubber) soled, closed toe shoes, sneakers. Any shoes that are open-toes, backless or slippery are dangerous. It is preferred that socks be worn for sanitary as well as safety concerns. We request that no removable jewelry or small barrettes be worn to school because children tend to put small things in their mouths. Children who are not wearing proper shoes and socks will not be allowed to participate in certain activities for safety purposes.

**Dress for Play**

Clothes that are worn should be comfortable, washable and not limiting. Children are at preschool to play, socialize and have a good time. This involves activities, which can be messy. Also, children need to be physically active and clothing should allow for freedom of movement.

**Weather**

Activities include outdoor as well as indoor play. Therefore, children should be dressed in layers. The temperature outside changes during the day so an outfit that is fine for 8 a.m. is not always appropriate for 2 p.m. Please keep in mind the children play outside in cold weather and snow. It is important that they are dressed in hats or hoods that covers ears, warm coats that zip of button securely, and hand coverings. Boots should be worn when necessary.

**Clothing**

We encourage children to assume responsibility for dressing and undressing. Simple play clothes and outer clothing with fastenings the child can handle will help him or her be more independent and will make the school experience more enjoyable. If your child is young and has trouble with snaps, buttons, and zippers, then sweatpants are a great idea for school.

School is an active place. Your child will be tumbling, climbing and crawling on the floor, as well as using paint, paste, play dough and glue. Comfortable, washable clothing is advisable. We also require rubber-soled shoes for school for gym and playground safety.

**What Should My Child Bring/ Not Bring to School?**

Bring:

* An extra change of clothes
* Items needed for rest time (if applicable). Toddler size pillow, Toddler size thin blanket (or beach towel), fitted crib sheet.

Not Bring:

* Any type of toy from home unless requested by your child’s teacher is not permitted

**Standards of Conduct**

* Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability
* Follow program confidentiality policies concerning information about children, families, and other staff members
* Ensure that no child will be left alone or unsupervised while under our care
* Use positive methods of child guidance and will not engage in corporal punishment or reward, or denial of basic needs
* Not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
* The Wonder Years reserves the right to terminate a child’s registration due to unacceptable behavior or behavior deemed harmful to children or staff, or behavior causing disruption in the classroom on a regular basis.

**Immunizations**

Immunizations are required according to the current schedule recommended by the US Public Health Services and the American Academy of Pediatrics. Each child must have their immunizations current and on file at the center.

As of September 2008, children attending licensed childcare or preschool were required to receive two additional vaccines:

* annual, seasonal influenza vaccine by December 31 of each year, and
* pneumococcal conjugate vaccine

**Physicals**

Routine annual physicals are required. A copy of your child’s Universal Health from must be completed and signed by your doctor annually and kept on file at the center. Families are responsible for keeping this document up to date.

**Recommendations for Oral Health /Tooth brushing protocol for preschool and childcare settings serving children 3-5 years of age according to the University of Iowa**

**Introduction**

It is widely accepted that tooth brushing plays an important role in the prevention of tooth decay, a significant goal to ensure the overall quality of health for all children. For this reason, tooth brushing has become an important daily activity in many preschool and childcare settings. In an article developed for the Head Start Bureau on caries risk assessment and prevention, it was recommended that daily brushing with fluoridated toothpaste, followed by minimal or no rinsing, should be incorporated into Head Start programs and other programs serving high risk 3-5 year olds.1 The purpose of this guide is to provide further information, practical details and evidence-based rationale that will guide individuals and programs as they develop protocols for their centers that are both practical and effective.

**When to schedule brushing**

Brushing should take place daily, fitting into the schedule when it is most convenient for the classroom schedule. It is best for children not to eat or drink anything for 30 minutes following brushing in order to get the most benefit from the fluoridate toothpaste. Brushing after meals or a snack may provide the most ideal time.

**Frequency of brushing**

Studies have shown that brushing once a day in preschool settings, using fluoride toothpaste will prevent cavities. Families should be encouraged to brush additional times at home. Brushing before bedtime is especially important, in order to prevent plaque and food particles remaining in contact with the teeth throughout the night.

**Supervision**

Adults should supervise tooth brushing. With children ages 3-5, tooth brushing can best be accomplished as a group activity, with adults supervising, coaching and modeling appropriate technique. While the current protocol recommends that children brush their own teeth in a classroom setting, it is important to realize that most preschool-aged children do not have the manual dexterity to effectively clean their own teeth. For this reason, it is recommended that additional brushings take place daily at home, and that an adult do the brushing for the child at least one time daily.

**Biting Policy**

* If the staff member observes a biting incident, they will attend to the bitten child immediately, comforting the child with soothing words and touch;
* Clean the area of the bite gently with soap and water. Apply ice if necessary;
* Place the child who did the biting in a different area of the room and help the child understand the behavior is not acceptable;
* Do not give the biter a lot of further attention;
* Document the biting incident and report the incident to the director;
* Notify the parent of the child who was bitten as soon as the child is picked up. Do not identify the name of the biter to this parent;
* Discuss the incident with the parent of the biter and work with them to change the behavior. Monitor the child closely, making sure he/she is busy with activities and materials;
* After all preventative steps have been tried by the staff members if the child continues to bite routinely the director or designee will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks, etc.). If a child is suspended the parent should be informed that the child may return to the center as soon as the biting is abated;
* If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program;

**Toilet Training**

At The Wonder Years, we work with the children on building a strong sense of self. This concept is carried out through all the aspects of our program, including potty training. When your child is ready for this experience, we will help them grow as they learn to use the potty.

The following are guidelines of readiness, which we use for detecting if a child is physically ready to train:

1. The child will stay dry for at least two hours or is fry after napping
2. The child has regular and predictable bowel movements
3. The child can indicate with words or actions that he/she is about to urinate or have a bowel movement
4. The child can follow simple, verbal directions
5. The child wants to be changed after a diaper is soiled
6. The child can take off and put on pants and walk to the bathroom
7. The child asks to use the potty
8. The child may ask to wear “big kid” underwear

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. It’s good to let them explore by sitting on it with their clothes on, but no pressure should be put on them. They may even go potty at one time or another, but that does not mean they are ready to train. This is one of many attempts your child will make until it is mastered this skill.

If your child is showing some of all of the signs of readiness, can take off their own pants with little or no assistance, and asks to sit on the potty, we will let them try, Your child will be ready at his/her own place and it is well worth the wait. It will be a much better transition for you and your child if you wait for all the signs of readiness to start before you look for your child to want to train. As your child masters all of these new challenges, we will work together to make this a positive experience.

Bathroom Policy

Children may use the bathroom any time during the school day. We encourage children to be self-sufficient in all aspects of toileting and ask that you reinforce your child’s abilities in undressing, wiping, flushing and redressing, as well as washing hands. Staff may assist children with clothing fasteners if needed but will not assist with wiping.

We do understand that young children may have toilet accidents from time to time. At no time will a child be reprimanded or embarrassed by staff for having an accident. Accidents often happen at the beginning of the school year. Your reaction to accidents will be an important support to your child’s growing self-confidence and independence. Please be patient with your child.

**Accident and Illness Policy**

Parents will be notified immediately following an accident or serious illness involving their child. The child will also receive appropriate medical attention as necessary to the situation.

In the event that your child becomes ill, or is involved in a serious accident while attending our program, parents will be notified immediately by phone. Our staff will use the phone numbers that you, the parent, provide on your registration forms. If both parents/guardians are unable to be contacted, our staff will contact your emergency contacts that have been written in your child’s records.

If your child requires medical attention as a result of the accident or serious illness, our staff will ensure that your child receives the care that they require immediately following the incident.

If such a situation should arise, these are the steps that our staff will take:

1. The child will be comforted and assessed by the staff who are supervising the child

2. First aid will be administered if necessary

3. IF the child needs emergency care at a hospital, an ambulance will be called immediately. The director or staff member will accompany the child to the hospital (if the parent is not present). They will stay with the child until the parent/guardian arrives at the location, which their child is taken to.

4. Parents and/or Emergency contacts will be called. Any arrangements that have been made will be discussed with the parent/guardian at that time.

5. Director will be notified.

6. Staff will complete and Incident Report

**Potential Health Risk Policy**

Please keep your child home if they have the following signs or symptoms of illness:

• Vomiting, having a fever, diarrhea, or a new or unexplained rash or cough.

• Requiring greater care and attention than can be provided without compromising the care of the other children in the program

• Having or displaying any other illness or symptom that may pose a health risk to the staff or other children such as

• Conjunctivitis

• skin discoloration

• difficulty swallowing

• consistent complains of undiagnosed pain

• known or suspected communicable disease (please see communicable disease policy)

• Green or discolored discharge from the nose

• Evidence of infection

• Rapid or difficulty with breathing

• Lethargy and abnormal tiredness and/or weakness

• Excessive coughing and sneezing

If your child is required to be on antibiotics, we request that you keep them home until it has been 24 hours since the first dose was administered, and the child is no longer exhibiting signs/symptoms of their diagnosed illness.

Our staff is aware of when a child should be excluded from the program and are trained how to deal with such circumstances.

If a child begins to show physical symptoms of being ill, they will be taken aside by a staff member and their temperature will be taken, to assess their symptoms. Such symptoms may include, but are not limited to, a verbalization of feeling sick, extreme lethargy, abnormal body movements (such as hunching over, or clutching a body part such as the stomach), discoloration of discharge from the eyes, nose or mouth, vomiting or diarrhea.

If children become ill while attending our program, our staff will fill out the Health/Medication Incident Sheet (providing information such as the staff member who identified the child as being ill, time the parent was initially contacted, name of the staff member who contacted the parent, time the child was removed from the program and when the child returned to the program) so that we can ensure the health and safety of not only your child, but those who are around them as well.

If at any time, a staff member knows or has a reason to believe that a child is exhibiting signs or symptoms or illness, they are required to contact the parent/guardian and arrange for their immediate removal from the facility.

We ask that if you are contacted to pick up your child, that you please do so within one hour of our call. We will be able to provide them with temporary care under the supervision of a staff member, but are unable to do so for a prolonged period of time. Please know that if we are unable to contact you after several attempts, we will contact the emergency contacts that have been provided to us in your child’s registration forms.

A child will be permitted to return to our program if the child’s parent provides a written notice from a physician indicating that the child does not pose a health risk (often being symptom free and fever free for a minimum of 24 hours) or if the license holder/provider is satisfied that a child no longer poses a health risk to other children, caregivers or staff.

Supervision of Sick Children Policy

If your child becomes ill, or is deemed ill by a primary staff worker, they will be separated from the classroom and taken to the office. Here, they will be cared for with comfort by a primary staff member while they await the arrival of their parent/guardian. This policy is in place to protect the health and safety of the other children and staff in our facility and to provide your child with individualized care while they are sick.

**Over the counter (OTC) medication will NOT be given at school.**

Medication may only be administered at The Wonder Years if the following requirements are met:

• The medication has been prescribed to the child by a physician

• The prescription drug is in its original pharmacy container with the matching pharmacy label

• The prescription comes with a labeled document, signed by the parent, labeled with the child’s name, dose, date, time and storing instructions

• The First Dose has been given at home

• The parent has completely filled out the Medication Administration Packet provided for them at The Wonder Years that asks for these details:

• The child’s name, date, and length of time the child has been on the medication, how long the child will remain on the medication and full name of the medication

• Reactions or any side effects the child may have

• Time Medication is to be given

• Signature of the parent allowing the staff to administer medication

• Signature of the parent when the medication is given back each day

We ask that families arrange for times of medication administration to be when their children are NOT present at our facility. We are aware that sometimes this is not possible, and in that case, we ask that the FIRST dose be given at home so that we can be sure the child does not have any unexpected reactions. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child’s health care provider.

The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child’s response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the healthcare provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.

Prescription medications may be given only when the child’s health care provider completes a Medication Administration Packet that lists specific reasons and times when such medication can be given.

* Prescription medication must have:
  + Original pharmacist label that includes the pharmacists phone number the child’s full name
  + Name of the health care provider prescribing the medication,
  + Name and expiration date of the medication,
  + Date prescribed or updated, and dosage, route, frequency,
  + Any special instructions for its administration and/or storage.

It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.

All medications will be stored:

􀀹 Inaccessible to children

􀀹 Separate from staff or household medications

􀀹 Under proper temperature control

􀀹 A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

For the child who receives a particular medication on a long-term daily basis, the parent is responsible for knowing when to refill so that needed doses of medication are not missed.

Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center.

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Please note that our staff will not administer any medication if the proper paperwork has not been filled out and each prescription medication must have its own separate form completed before being administered. This is to ensure that our staff is aware of what medications need to be given to which child, and the date and time it needs to be administered.

Once a child has been given their medication, the staff will watch them carefully to ensure no unexpected reactions take place. Parents will be notified of when medication has been administered (as per their instructions) and the prescription drug will be returned either at the end of the day and/or when the authorization period has ended.

If our faculty must administer medication to your child, a form will be filled out and filed. Details such as the name of the medication, time of administration, amount given, and the initials of the person who administered the medication will be recorded.

All non-emergency medication will be stored in a locked container in the classroom or fridge (whichever is necessary) that is inaccessible to children.

**Emergency Medication Policy**

If your child requires the use of an emergency medication such as an EPI Pen or an inhaler, parents MUST fill out and sign a detailed medication form with full instructions on how to use the medication if required. These medications will not be stored in a locked container, but will be stored away from any child’s reach, in a properly labeled area for easy access by staff.

We ask that if your child needs emergency medication, you also submit a recent photo of your child, to be placed with the appropriate paperwork for the medication. This will ensure that the staff are all aware of who the medication belongs to. We recommend that each child who needs emergency medication have a separate dose to be kept at school; however, if this is not possible, the medication will be returned at the end of each day/class. The parent will be required to sign a document for the return of the medication each day, once it has been given back by a staff member. If the emergency medication has to be administered, the staff will follow the guidelines written out by the parent, and will follow the facility’s first aid policy. The attending staff will be required to fill out the appropriate paperwork and discuss it with the parent and/or medical staff necessary.

Please note that Tylenol and Advil are not considered emergency medications.

**Health Care Policy**

The Wonder Years will do everything necessary to ensure the health and safety of your child while in our program.

All employees working with the children are required to have first aid certification and training for children. It is expected that if required, a staff member will be able to perform first aid on any child who requires it. The trained employees are responsible for making the decision whether further action (such as calling an ambulance) should be made.

**Ill Child at Center**

We at The Wonder Years try to care for the child who is not feeling well. however when a child is ill, there is no substitute for his/her parent or another caring family members. It is important to remember that our staff members are not equipped to provide the medical care your child may require. When your child becomes ill at school the classroom staff will notify you by phone.

It is in the best interest of your child to be picked up promptly when he/she is ill. Please pick up your child within an hour of receiving “the call”. It is important that we try our hardest to stop the spread of germs among the children at The Wonder Years. We always want our children to come to school healthy and happy and ready to learn.

**Lice Policy – No Nit Policy**

The National Pediculosis Association, recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school. Pediculosis (LICE) represents one of the most common communicable childhood diseases and whether or not we understand how this has evolved, it is important to acknowledge head lice as a problem when raising or caring for children.

The Spirit of the No Nit Policy is to minimize head lice infestations as a public health problem and to keep children in school lice and nit free.

If we find crawling lice in your child’s scalp, we must take all reasonable measures to help ensure that infested children do not join the group setting. This does not mean panicked emergency pick-ups. The goal is to avert a crisis mentality by enabling families to keep their children lice and nit free.

If your child is found to have nits that are at least 1 inch from the scalp or live crawling lice are found in the scalp, the parent will be called and asked to pick up the child and perform a treatment. The child may return to school once a treatment is done. The child will be checked when they return to school prior to the parent leaving.

We understand this policy is stringent however; it will help to prevent further infestation.

Medical and Social Advantages of the No Nit Policy

* Prevents continuing infestations caused by the surviving and hatching of nits.
* Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
* Eliminates confusion -- Were these eggs here before or do they represent a new infestation?
* Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
* Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents.

Infectious Disease Policy

The incidence of common communicable diseases of childhood has tremendously declined since the advent of immunizations. Better treatment modalities have decreased serious complications from such infections. However, infectious diseases do occur and, in most cases, are prevalent during early childhood when resistance to infectious agents may still be low but exposure is beginning to increase as a result of social involvement outside the home.

Consequently, children attending Wonder Years may be at risk of contracting disease/ illness related to their age and potential increased exposure to infectious agent as a result of socialization in the group setting.

For the purpose of this policy, a communicable disease will be defined as “an illness caused by a specific agent or its toxic product through a direct or indirect mode of transmission or that agency from a reservoir.

Identification of Illness and Communicable Diseases

It is the parent’s responsibility to inform The Wonder Years staff if their child has been exposed to or has contracted a communicable disease. All reports of such exposure should be directed to the Director. On the following two pages is a list of communicable diseases and common illnesses, which will necessitate the child’s exclusion from center sessions until medically cleared by a physician.

If the child has attended the center during the incubation period of the illness but not during the acute phase, it remains the parent’s responsibility to contact The Wonder Years when the child has become acutely ill. Parents will be notified if a cild is exposed to a communicable disease.

In addition, if a child exhibiting signs and symptoms of illness attends the Center, staff members will contact the parents for the child to be sent home.

**Illnesses/communicable diseases - Manual of for Childcare Centers, State of NJ Dept. of Human** **Services 10:122-7.1**

A center that seeks to serve any children who have any of the illnesses, symptoms of illness or diseases specified in (c) and (d) below shall meet all applicable provisions of this subchapter and all provisions of N.J.A.C. 10:122-8.

(b) Under no circumstances shall any center serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to home under a health care provider’s immediate care; or

2. Admitted to a hospital for medical care and treatment.

(c) The following provisions relate to illness and/or symptoms of illness:

1. A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in (c)1i through xiii below to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

i. Severe pain or discomfort;

ii. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;

iii. Two or more episodes of acute vomiting within a period of 24 hours;

iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;

v. Lethargy that is more than expected tiredness;

vi. Yellow eyes or jaundiced skin;

vii. Red eyes with discharge;

viii. Infected, untreated skin patches;

ix. Difficult rapid breathing or severe coughing;

x. Skin rashes in conjunction with fever or behavior changes;

xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;

xii. Mouth sores with drooling; or

xiii. Stiff neck. 10:122-7.1

2. Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the center.

3. If a child who has already been admitted to the center manifests any of the illnesses or symptoms of illness specified in (c)1 above, the center shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 10:122-5.2(p)4, until:

i. He or she can be taken from the center; or

ii. The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

4. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.

(d) The following provisions relate to excludable communicable diseases:

1. The center shall not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at the center, until:

i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;

ii. The center has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or

iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

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 Measles Hemophilus Influenzae**\*** Measles**\*** Meningococcus**\*** Mumps**\*** Strep Throat Tuberculosis**\*** Whooping Cough**\*** | | |  | | --- | | **Gastrointestinal Illnesses** | | Giardia Lamblia**\*** Hepititis A**\*** Salmonella**\*** Shigella**\*** | | |  | | --- | | **Contact Illnesses** | | Imetigo 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 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 the 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.

Inclusion in-group

Children who have experienced a communicable disease or common illness may return to school once permission by the primary physician is given. Children are asked to return to school once the major symptoms have subsided.

* Please be reminded that all physician's notes allowing your child to return to school after an illness must include The reason why your child was out and or that he/she is no longer contagious
* If your child has been admitted to the hospital or examined in the emergency room, a written note from a physician stating that the child is able to return to school is required.
* If a child is absent from school for three or more days due to an illness, a written note from a physician is required.
* When deemed necessary, the health manager may request medical clearance at any time before allowing the child to return to school

Guidelines to Return to School (A doctor’s note must accompany your child)

Flu Once fever is gone for 24 hours (approx. 3 days).

Gastroenteritis After vomiting & diarrhea stops and liquids/ solids begin (no less than 24 hrs.)

Ringworm 2 days after medication has been started

Bronchiolitis or Bronchitis 24 hours after antibiotic has been started

Pneumonia Once the fever is gone (approx. 3‐7 days)

Chicken pox After all lesions are dried & lesions (approx. 1 week)

Conjunctivitis (allergies) As soon as possible after the child is comfortable

Conjunctivitis (pink eye) 2 days after eye drops has been started

Streptococcal Pharyngitis 2 days after antibiotic has been started

Croup Once fever is gone (approx. 3‐5 days)

Fifth’s Disease As soon as possible

Hand, Foot, & Mouth disease Approximately 3 days

Head Lice After treatment is completed

Impetigo 2 days after antibiotic is started

Scabies After treatment is completed

Sprain Approximately 1 week or until your child is comfortable

**Guidelines for Positive Discipline**

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.

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.

* 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.

Use positive discipline by intervening when necessary:

* Redirect 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. Do not say “bad boy” or “bad girl.” Instead, you might say, “That is not allowed here.”

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.

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

**TV Policy**

The use of a television shall be limited, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities. However, if the children are very interested in a topic, and we have a video or DVD that would complement what they have been discussing, they will be permitted to watch it.

**Social Media Procedure**

Social Media Use in the Classroom:

1. Adults within the classroom should use technology to communicate with families only during planning times and not as a part of their ongoing time in the classroom to prevent distraction from interaction with the children.
2. The center will use social media in a respectful way that does not disparage the center, the staff, parents, or children.
3. Staff is trained on how to create and maintain different types of social media, and aware that they are representing the Center. All staff will abide by the social media policy regarding confidentiality and will be responsible for the content they create. Content should be brief, professional and focus on the educational goals and objectives that the center has established
4. Staff and families will not be allowed to store pictures, video or sound on their personal devices
5. technology may be used to enhance the classroom curriculum

Staff:

1. All staff involved in the use of social media, whether for personal use or use within the center as a part of their learning experience, will be aware and respectful of the policy, views, and opinions of families and the center.
2. All staff will be aware of the possibility of all content being shared will extended family, coworkers, and parents and staff from other classrooms within the center. Therefore, all information disseminated will be consistent with the professional standards of the center expressed within the social media policy.
3. Staff will use digital technology and social media in accordance with any existing policies of the Center. Any communication or content published that causes damage to the setting or any of its employees, children or families may be considered misconduct and could lead to termination.

For Families:

It is important for families to remember to take pictures of their children only and to not post any children but their own to social media sites such as Snapchat, Instagram, Facebook, etc. and/ or to personal accounts. Each family will receive the social media policy, which outlines how video and photographs will be used by the center and will have a signed consent form on file at the center.

**Social Media Policy**

This social media policy applies to parents, members of The Wonder Years staff, and volunteers. This policy includes (but is not limited to) the following technologies:

* Social networking sites (e.g. Facebook, Bebo, Snap Chat) ∙ Blogs ∙ Discussion forums
* Collaborative online spaces
* Media Sharing services (i.e. You Tube)
* Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

* No photographs taken within the preschool setting or at preschool special events and outings with the children are to be posted for public viewing, except those of your own. Parents are advised that they do not have a right to photograph anyone else’s child or to upload photos of anyone else’s children. (This excludes those photographs taken by staff for use on The Wonder Years/Little Scholar website and in other advertising material only if parental permission is given via a Media Consent form provided at registration).
* No public discussions are to be held or comments made on social media sites regarding the preschool children, staff or preschool business (except appropriate use for marketing fundraising events) or that could be construed to have any impact on the preschool’s reputation or that would offend any member of staff or parent associated with the preschool.
* Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
* Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at preschool. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
* In the event that staff names the preschool or workplace in any social media they do so in a way that is not detrimental to the preschool or its families.
* Staff observes confidentiality and refrain from discussing any issues relating to work.
* Staff should not share information they would not want children, parents or colleagues to view.
* Staff and parents should report any concerns or breaches to the preschool director. Any member of staff, parent or volunteer found to be posting remarks or comments that breach confidentiality, bring the preschool into disrepute or that are deemed to be of a detrimental nature to the preschool or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Pre-School disciplinary procedures. Any comment deemed to be inappropriate is to be reported to the director or a member of the preschool board and any action taken will be at their discretion.

General guidelines for using social media:

* Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
* Maintain professionalism, honesty and respect.
* Apply a “good judgment” test for every social media post you make. Note the center may use social media as a means of parent communication and for marketing purposes throughout the year.

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

Methods used to communicate with Staff and Parents

Email Permitted

Text Permitted

Center Website Permitted

Email Permitted

Center Social Media (Class Dojo, Facebook, Instagram, Website) Permitted

Devices used for the center Staff to communicate with Parents

Personal Cell phone Permitted

Center LandLine Permitted

Center Email Permitted

**Employee Babysitting Procedure**

This procedure was implemented to provide clarification of some points regarding private babysitting arrangements between staff and parents/ guardians

* The Wonder Years will not be responsible for any private babysitting arrangements or agreements made between staff and parents/guardians
* Before or after hours babysitting arrangements must not interfere with a staff member’s employment at The Wonder Years
* Confidentiality by staff regarding other staff and children at The Wonder Years must be adhered to and respected at all times. Should it be found that any staff member has breached confidentiality; disciplinary actions will begin immediately with the staff members.
* The Wonder Years will not be held responsible for any health and safety issues, conduct, grievances, or any other claims that may arise from private babysitting arrangements.
* No child will be released from The Wonder Years location to a staff member setting unless they are a named person on the child’s record or has written permission from the parent/guardian

**Information to Parents**

In keeping with New Jersey’s child care center-licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your rights to visit and observe our center at any time without having to secure prior written permission; the center’s obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1(877)NJ ABUSE.

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 are 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 you bringing these concerns to our attention as well.

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 DCF inspections/investigations. DCF staff may interview both staff members and children.

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

Our center must post a listing or diagram of those rooms and areas approved by the 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 assist the center in complying with the licensing requirements: and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the Center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director 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 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).

Our center is required, at least annually, to review the Consumer Product Safety omission (CPSC), unsafe children’s products list, ensure that the items in the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html>. Internet access may be available at your local library. For more information, call the CPSC at 800-638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by 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.

**Expulsion/Termination Policy**

Unfortunately, occasionally there are reasons we must expel a child from The Wonder Years either on a short term or on permanent basis. Please know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

These are the reasons we may have to expel or suspend a child from program:

* Immediate Causes for Expulsion
  1. Child is at risk of causing serious injury to other children or herself/himself.
  2. Parent threatens physical or intimidating actions toward staff members.
  3. Parent exhibits verbal abuse to staff in front of enrolled children.
* Parental Actions for Child’s Expulsion
  1. Failure to complete required forms and failure to provide a photo of child with parent/guardian.
  2. Habitual lateness when picking up child.
  3. Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees.
  4. Verbal abuse to staff.
* Child’s Actions for Expulsion
  1. Uncontrollable tantrums/angry outbursts.
  2. Ongoing physical or verbal abuse to staff or other children.
  3. Behavior or learning disabilities which require professional intervention not provided at the center
  4. Excessive biting.

Schedule of Expulsion

* If after remedial actions have not worked out, 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 come to an agreement with program director.
* The parent/guardian will be informed regarding the length of the expulsion period.
* The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
* The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative childcare (approximately one to two weeks’ notice, depending on the risk to other children’s welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

A child will not be expelled if the parent/guardian:

* Made a complaint to the Office of Licensing regarding the program’s alleged violations of the licensing requirement.
* Reported abuse or neglect occurring at the school.
* Questioned the program director regarding policies and procedures.
* Has not been given sufficient time to make other child care arrangements.

Proactive Actions That Can Be Taken in Order to Prevent Expulsion

* Staff will try to redirect children from negative behavior.
* Staff will re-assess program environment, appropriateness of activities, supervision.
* Staff will always use positive methods and language while disciplining children.
* Staff will praise appropriate behavior.
* Staff will consistently apply consequences for rules’ violations.
* Child will be given verbal warnings.
* Child will be given time to regain control.
* Child’s disruptive behavior will be documented and maintained in confidentiality.
* Parent/guardian will be notified verbally.
* Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion.
* The program director, head site supervisor, and appropriate staff will have a conference(s) to discuss how to promote positive behavior.
* The program director, head site supervisor, and parent/guardian will have a conference(s) to discuss how to promote positive behavior.
* Parent will be given literature or other resources regarding methods of improving behavior.

Child Care & Preschool Resources

State Services & Resources

Child Care & Preschool  [Child Care Options](http://www.state.nj.us/humanservices/dfd/programs/child/choosing/childcenters.html)

[Choosing Quality Child Care](http://www.state.nj.us/humanservices/dfd/programs/child/choosing/)

New Jersey Parent Link http://www.njparentlink.nj.gov

[Assistance with the Cost of Child Care](http://www.state.nj.us/humanservices/dfd/programs/child/subsidies/)

[Application Forms for Assistance with Child Care Costs](http://www.state.nj.us/humanservices/dfd/programs/child/forms/)

[Child Care Resource and Referral Agencies (County Based Assistance for Finding/Paying for Child Care)](http://www.state.nj.us/humanservices/dfd/programs/child/ccrr/)

[Licensed Child Care Centers in New Jersey (Includes Infant/Child Care, Preschools, Before & After Care)](https://data.nj.gov/childcare_explorer)

Kindergarten Readiness [The Importance of Preschool & Early Education](http://www.state.nj.us/education/parents/preschool.htm)

[Preparing for Kindergarten and School Success](http://www.state.nj.us/education/parents/articles/ece/readiness.htm)

[New Jersey Birth to Three Early Learning Standards,](http://www.state.nj.us/education/ece/guide/standards/birth/standards.pdf)

[NJ Council For Young Children](http://www.state.nj.us/education/ece/guide/standards/birth/standards.pdf)

Before & After Care (Kindergarten through Grade 6)  [Licensed Child Care Centers in New Jersey (Includes Infant/Child Care, Preschools, Before & After Care)](https://data.nj.gov/childcare_explorer)

[Child Care Resource and Referral Agencies (County Based Assistance for Finding/Paying for Before & After Care)](http://www.state.nj.us/humanservices/dfd/programs/child/ccrr/)

NJ School Curriculum, Services & Standards

[Division of Early Childhood: Preschool to Grade 3](http://www.state.nj.us/education/ece/)

[Core Curriculum & Implementation Guidelines: Kindergarten](http://www.state.nj.us/education/ece/k/)

[Common Core State Standards: Kindergarten through Grade 12](http://www.state.nj.us/education/sca/)

[New Jersey State Model Curriculum: Kindergarten through Grade 12](http://www.state.nj.us/education/modelcurriculum/)

[NJ Department of Education Organizational Overview](http://www.state.nj.us/education/genfo/overview/)

[NJ Department of Education Student Support Services](http://www.state.nj.us/education/students/safety/)

[Office of Special Education](http://www.state.nj.us/education/specialed) [Regional Learning Resource Centers](http://www.state.nj.us/education/lrc/)

[Special Education Resources for Parents & Families](http://www.state.nj.us/education/specialed/pands.shtml)

[School Based Youth Services (Adolescent Health & Family Support Services through NJ Schools)](http://www.state.nj.us/dcf/families/school/)

SPAN - Statewide Parent Advocacy Network http://www.spanadvocacy.org

Federal Resources

[Kindergarten Readiness](http://www2.ed.gov/parents/earlychild/ready/preschool/part_pg9.html#p9)

[Countdown to School Success](http://www.ed.gov/parents/countdown-success)

[Office of Child Care (US Department of Health)](http://www.acf.hhs.gov/programs/occ)

[Office of Head Start: Early Childhood and Knowledge Center](http://eclkc.ohs.acf.hhs.gov/hslc)

[Healthy Child Care (United States Environmental Protection Agency)](http://epa.gov/childcare/)

[Learning Disabilities (National Institutes for Health)](http://www.nichd.nih.gov/health/topics/learning/conditioninfo/Pages/default.aspx)

[Office of Special Education Services (US Department of Education)](http://www2.ed.gov/about/offices/list/osers/osep/index.html)

[Resources for Families with Children with Special Needs (US Department of Health)](http://www.mchb.hrsa.gov/programs/specialneeds/helpfulwebsites.html)

Community Resources

[Coalition of Infant/Toddler Educators](http://www.njcite.org/)

[New Jersey School-Age Care Coalition](http://www.njsacc.org/index.php)

[NJ County Councils for Young Children](http://www.state.nj.us/education/ece/njcyc/county/)

[New Jersey Family Child Care Providers' Association](http://www.njfccpa.org/)

[The New Jersey Association for Infant Mental Health](http://www.nj-aimh.org/)

[NJ Association of Child Care Resource & Referral Agencies](http://www.njaccrra.org/)

[New Jersey Association for the Education of Young Children](http://www.njaeyc.org/)

[NJ Inclusive Child Care Project (For Children with Special Needs)](http://www.spannj.org/njiccp/index.php)

[NJ Teachers of English to Speakers of other languages/NJ Bilingual Educators](http://www.njtesol-njbe.org/)

[Asthma Friendly Child Care Environment (Pediatric/Adult Asthma Coalition of NJ)](http://www.pacnj.org/childcare.html)

[National Head Start Association](http://www.nhsa.org/)

[Healthy Child Care America (AAP)](http://www.healthychildcare.org/)

[Child Care Aware Parent Network](http://www.ccaparentnetwork.org/)

[National Association for Family Child Care](http://www.nafcc.org/)

[Child Care Resources (Cooperative Extension System)](http://www.extension.org/child%20care)

[Center on the Social and Emotional Foundations for Early Learning](http://www.vanderbilt.edu/csefel)

[National Resource Center for Health & Safety in Child Care & Early Education](http://nrckids.org/)

[Technical Assistance Center on Social Emotional Intervention for Young Children](http://www.challengingbehavior.org/)

[Caring for Our Children: National Health and Safety Performance Standards; Guidelines](http://nrckids.org/CFOC3/index.html)

[for Early Care and Education Programs, 3rd Edition](http://nrckids.org/CFOC3/index.html)

Belleville Health Department http://www.belleville-nj.org/health-department/