

Welcome

Dear Parents,

Welcome to a cooperative partnership where you as parents and the center's staff work together in developing the "whole" child. Together we will support the strengths, examine the weaknesses and address the special needs of your children.

As the administrative and educational team of Dawn-To-Dusk Preschool and Learning Center, we are pleased to offer a comprehensive plan of quality care, which stimulates growth and development. The children participate in a developmentally appropriate curriculum, which allows them to learn at their own individual pace.

This handbook provides you with an overview of our program and philosophy, in addition to identifying rights and responsibilities. It, by no means, is exhaustive and cannot capture all of the nuances of parent/child involvement in Dawn-To-Dusk. However, it does give information on what we offer and require.

These children are our future and require a commitment of love, trust and security in order to become loving, trusting and secure as they develop into productive individuals. Together we can make this happen.

We look forward to working with you to create a learning environment, which exceeds all of our expectations. Here's to a great school year!

Welcome to Dawn-To-Dusk family

EDUCATIONAL PHILOSOPHY

"From birth a baby's brain cells multiply wildly making connections that may shape a lifetime of experience. The first five years are critical..."

J. Madelein Nash, TIME MAGAZINE 2/3/97.

This quote is the cornerstone of our philosophy. It is our belief that growth and development just don't happen by chance. They are achieved by planned and spontaneous interactive learning experiences, which stimulate the senses and foster development physically, cognitively, socially, emotionally and creatively.

We nourish the growth in these critical first five years of life, and in partnership with our parents, provide a warm, nurturing setting reminiscent of a child's natural environment, home. Opportunities for solitary play, as well as, group activities are provided and our staff serves as positive role models, offering care that is supportive and responsible to each child's individual needs.

OUR PROGRAM

Child Care

This program includes and is limited to care for children enrolled in the program on a full or part time basis during the days and hours of operation. Dawn-To-Dusk operates 12 months of year.

Days & Hours of Operation

The center operates Monday through Friday, 7:30AM to 5:30PM, excluding major holidays. A schedule of school closings provided for our families.

Daily Schedule

Recognizing the need for programming that reflects the ages and stages of the children, a Daily Schedule is posted in each classroom.

REGISTRATION PROCESS

Before registration, parents are encouraged to meet with a staff member to:

- Tour the facility
- Review of our parent handbook
- Complete the application process with a family worker
- Discuss the child's needs, habits, behaviors and development.

PARENT INVOLVEMENT

Parents are encouraged to participate in the center's operation in any way their schedules permit. It is important for our parents to view themselves as active participants in the care and education of their children. None of what we do is possible without them.

- We have an open door policy and parents of our enrolled children are permitted to visit the center at any time.
- Parents are required to read the center's Parents Handbook, in addition to being responsible for keeping up-to-date on any posted notices regarding center activities.
- Parents are encouraged to volunteer their time and talents for special events.
- Parents are encouraged to participate on our PTO and voluntarily involve themselves in center fundraisers. These activities are necessary to ensure parental input regarding administrative decisions and offset operational costs.

- Parent/Staff Conferences are held on an ongoing basis. All requests for scheduled meetings, by parents: and/or staff regarding any issues or concerns will be honored within an appropriate time frame.

ATTENDANCE

The center requests parents to alert us in the event of absences due to illness, vacations, etc. This information assists staff in planning and preparation of activities and meals served.

BIRTHDAYS

Birthday parties are permitted in school and are the responsibility of the parents. Dawn to Dusk will also display a photo collage for each child during their birth month. All parties must be cleared with classroom staff. Due to let's move initiative only healthy foods can be served. Dawn to Dusk will provide cupcakes at the end of each month to celebrate that month's birthdays.

CHILDREN'S RECORDS

A file is kept on all children actively enrolled. This file is updated periodically. When changes occur, i.e. change of address, phone number, emergency contact information, etc.; it is the responsibility of the parents to inform the center.

LET'S MOVE

Today youth physical inactivity and childhood obesity have reached epidemic proportions in America. Research shows that an astounding 2 out of 3 kids aren't moving enough. So, Let's Move! Active Schools is a part of the First Lady's Let's Move! Initiative. Let's Move is on a mission to reverse that trend.

Let's Move! is the national solution to ensure that 60 minutes of physical activity a day is the norm in K-12 schools. Active Schools equips schools with the resources and tools to increase physical education and physical activity opportunities for students, and to cultivate an Active School environment.

Why are Active Schools so important? It's simple, active kids do better! Regular physical activity not only helps kids stay healthy and strong, but it can also lead to: higher test scores; improved attendance; increased focus; better behavior in class; enhanced leadership skills; and a lifetime of healthy habits.

Meal Guidelines (CACFP)

Breakfast

- Milk $\frac{3}{4}$ cup
- Juice/fruit or vegetable $\frac{1}{2}$ cup
- Bread or bread alternative $\frac{1}{2}$ slice (biscuits, rolls, or muffins $\frac{1}{2}$ serving)
- Cold cereal $\frac{1}{3}$ cup or cooked hot cereal $\frac{1}{4}$

Lunch

- Milk, $\frac{3}{4}$ cup
- Meat, poultry or fish 1 $\frac{1}{2}$ ounces
- Egg, 1
- Cheese 1 $\frac{1}{2}$ oz.
- Cooked or dry beans or peas $\frac{3}{8}$ cup
- Yogurt 6 oz.
- Vegetable/fruit $\frac{1}{2}$ cup
- Bread or bread alternative (roll, biscuit, muffin, macaroni, noodles, or whole grain rice) $\frac{1}{2}$ slice or $\frac{1}{2}$ serving

Snack (select 2 of 4)

- Milk, $\frac{3}{4}$ cup
- Juice/fruit or vegetable $\frac{1}{2}$ cup
- Meat or meat alternative $\frac{1}{2}$ ounces (2 oz. cheese, yogurt, etc.)
- Bread or bread alternative $\frac{1}{2}$ slice

EMERGENCY CLOTHING

Each child must have a complete change of clothes including underwear; socks, a top and a bottom. These items should be placed in a plastic shoe box; clearly/labeled with the child's name and remain at school.

Soiled clothing will be left in child's cubby to take home. Parents are asked to replace clothing the following day. If diapers/pull-ups are required, an adequate supply should be made available by the parents.

DRESS

Early Childhood Education is an active and messy affair. The children freely explore their environment, which includes crawling on the floor, running, climbing, outdoor play, etc. They participate in “hands on” activities using paint, sand, water, clay, glue and other items. Children should be dressed in clothing in which they feel comfortable to participate in these activities without the concern of soiling expensive items or restricted movement due to improper footwear. (Improper footwear includes oversized sneakers and boots, flip flops, backless sandals, clogs and mules)

FIELD TRIPS

At the time of registration, parents are required to sign a blanket permission slip for walks and/or visits in the community. However, for field trips requiring transportation away from the center, parents will be informed in advance and requested to sign permission slips specific to those trips. School T-shirts are required for all field trips.

ITEMS FROM HOME

Following is a list of items children should and should not bring to school.

CHILDREN SHOULD BRING:

- Top and bottom crib sheet for nap time cot
- Emergency change of clothes
- Diapers/Pull-ups & Wipes (if applicable)
- Outside food is permitted if food allergies are a concern. This must be documented by a physician.

CHILDREN SHOULD NOT BRING:

- School bags – Cubby space is limited
- Toys
- Candy
- Gum
- Food items

NAP AND REST TIME

All children enrolled in the program are required to rest after lunch. This is in accordance with the New Jersey Bureau of Licensing. The children are not required to sleep; however, they are expected to rest on their own mats. Crib size sheets must be provided weekly and sent home to be washed on the last day of attendance each week. Mats are initially provided by the center; however, if the need arises to replace a mat, parents must pay the full cost of its replacement.

TRANSPORTATION

Transportation is the responsibility of the family. In case of children enrolled in additional programs receiving transportation, parents must make arrangements with the center staff to ensure proper supervision upon arrival and departure.

VISITORS/ OBSERVATIONS

Visitations and observations are always welcome. In the case of visitors other than parents, advance notice is required. We request information on visitors' background and/or activities to be observed. All such visits must be cleared by the Director.

ORAL HEALTH

Dawn-to-Dusk strive to provide children with an environment that supports and encourage good dental (oral) health by:

- ensuring that parents and children are provided with appropriate, information on good oral health.
- encouraging children to discuss nutritional values and links to dental health through regular meal-time discussions.
- teaching children to care for teeth and gums by teaching correct brushing technique.
- providing children with individual toothbrush and low dose fluoride toothpaste.
- Supervising children while they brush teeth each day after lunch.

Workshops and Resources

Information about workshops and resources will be provided throughout the school year and flyers for events within the community can be found on the parent's board. Your participation in these events is of the utmost importance and will serve to provide our families with a strong foundation.

OUR POLICIES

CHILD ABUSE AND NEGLECT

The center is required by the New Jersey Bureau of Licensing Department of Children and Families to report any and all suspicions and allegations of child abuse and/or neglect. All incidents are recorded and an immediate parent conference is scheduled. Once reported and filed, the matter becomes the responsibility of DYFS and beyond the control of Dawn-To-Dusk Preschool.

Dawn-To-Dusk also reserves the right to notify the Department of Children and Families if a child is not picked up from the center within 30 minutes of closing, unless parent or responsible party informs the staff of his/her late arrival.

DISCIPLINE

Discipline at Dawn-To-Dusk is based on the philosophy that an inappropriate behavior is not an act of meanness on the child's part. The young child is trying to exert autonomy by gaining direction and control of his or her world. Discipline, at its best, guides children in the learning of socially acceptable behavior while acquiring necessary self-control.

Because of this philosophy, physical punishment of children by our staff is forbidden. This is not just a Dawn-To-Dusk Preschool policy, but also the New Jersey State regulation as well.

"Physical Punishment" includes spanking, slapping, punching, pinching, and striking with an object. Physical punishment also includes withholding meals, drinks, or bathroom and nap time privileges. The use of derogatory remarks such as "stupid", "bad", etc. can cause emotional difficulties in young children. Therefore, derogatory remarks are also forbidden in our center.

EXTREME BEHAVIORAL CONCERNS

In the case of excessive/extreme behavioral concerns, parents/guardians will be notified and may be asked to remove the child for the remainder of the day. If after on-going observation, it is determined that another placement would be in the child's best interest, then arrangements to transfer the child to another child care setting, of the parents' choice will be implemented.

CONFIDENTIALITY

Information on children and families, written or implied, obtained by staff members is confidential and will not be released to unauthorized persons without the written consent of the parents, unless disclosure of said information is imperative in protecting the health and/or safety of the child. Parental review of child's file is permitted. Upon review, parents have the right to request that any information they consider inaccurate or misleading be deleted.

BITING

In the event that a child is bitten by another child, an Incident Report will be completed by the Staff member who witnessed the action. As with every other Accident or Incident Report, a copy will be kept in the bitten child's record and a copy will be given to the parent. In addition, the following procedures will be followed.

The Child Bitten

The area will be cleaned with an antibacterial cleanser and an ice pack will be applied. If the skin is broken, gloves will be worn while administering first aid and the child's parent will be notified immediately so that medical attention can be sought.

The Bitter

This child will be disciplined as would any other child displaying inappropriate behavior. (see Discipline Policy) If a second incident occurs within a day or two we will assume a pattern is emerging and the staff in the child's room will "shadow" or watch the child closely during activities. In order to prevent further incidents from occurring, the child's parent(s) will be notified and a plan of action will be discussed. Excessive biting will result in temporary suspension from the center in order to create a break from a potentially frustrating situation for the staff and parents of the other children.

COMMUNICABLE DISEASES

- If a child is suspected of having a communicable disease, the procedures regarding Sick Child Exclusion will be followed.
- Parents will be notified of any cases of communicable diseases at the center so that necessary precautions can be taken. We will post the type of disease, possible symptoms and dates of exposure.
- Parents are also expected to inform the center immediately upon awareness that their child has contacted a communicable disease.
- [Please see back of handbook for additional information.](#)

LIST OF COMMUNICABLE DISEASES

Respiratory Illnesses:

- Chicken Pox
- Measles
- Meningitis
- Strep Throat
- Tuberculosis
- German Measles
- Homophiles Influenza (The Flu)
- Mumps
- Scarlet Fever
- Whooping Cough

Gastro-Intestinal Illnesses:

- Hepatitis
- Shigella
- Salmonella

Contact Illnesses:

- Impetigo
- Ringworm
- Lice
- Scabies
- Conjunctivitis

SICK CHILD EXCLUSION

No child will be admitted to the center or permitted to remain in the center if any of the following symptoms are present:

- Severe pain, discomfort or irritability
- Diarrhea
- Blood in urine or stool
- Acute vomiting
- Upper respiratory infection exhibiting a yellow/green runny nose and/or watery eyes in the absence of known allergies.
- Elevated temperature of 100F.
- Sore throat or severe cough or unknown origin
- Red eyes with discharge
- Untreated infected skin patches
- Skin rashes not including diaper rash
- Difficulty breathing
- Enlarged or tend lymph nodes
- Excludable communicable diseases (see list)

If any of the above symptoms are present, the child must have a note from a physician stating that child does not pose a health risk to self or other children, before child will be permitted to return to the center.

Upon contacting a parent regarding a sick child, the parent, emergency contact or an authorized individual is expected to pick up the child within (1) hour. Failure to do so constitutes neglect as per the Division of Youth and Family Services (DYFS).

INCLEMENT WEATHER

In cases of inclement weather, we follow the school closings as per the Plainfield School District. However, for specific information, call the center between 6:30-7:00AM for a recorded message. We will also attempt to contact parents through the parent's phone-chain. Ensure that we have your current phone number on file.

HEALTH RECORDS

At the time of application, parents are required to complete a Universal health form and submitting the child's updated immunization record. NJ state licensing requires an annual updated physical exam for each enrolled child. An annual physical exam is mandatory and is to be completed on the UCHR (Universal Child Health Record) form. In addition, the nurses from The Office of Early Childhood will come to the center and do health

screenings throughout. The screenings include but are not limited to: Dental, Vision, and Hearing. The center also requires completion of a Developmental History which requests household information, developmental milestones including delays/deficits, allergies and any prescriptive medication taken by the child. Parents have two (2) weeks after enrollment to bring outstanding immunizations up to date. Failure to do so will result in immediate suspension of service.

ESI-R Testing

The Early Screening Inventory-Revised (ESI-R) is an individually administered screening instrument to identify children who may need special education services. This screening looks at children by quickly sampling their skills across areas of language, reasoning, gross motor, fine motor and social development. This test will be given to your child within the first 60 days of school and will be given in either English or Spanish depending on your child's primary home language.

The ESI yields three scores: Refer, Rescreen and OK. These scores are interpreted differently depending on the age group.

Refer-- children may be at risk for delay/disability-- refer for an in-depth, complete assessment. If your child scores a "Refer" you will be notified and the necessary steps to getting them evaluated will begin.

Rescreen-- use the screening again in 8 to 10 weeks to determine if the screening was accurate (also gather info from teachers and parents to help determine next steps).

OK-- child appears to be developing normally.

UNIVERSAL PRECAUTION

We exercise universal precaution with all the children enrolled in the program. Frequent hand washing and the use of rubber gloves when in contact with bodily fluids provide the best prevention of the spread of infection. Children and staff are required to wash hands before and after meals, after the use of bathroom facilities and most activities. Staff is required to use plastic/rubber gloves when serving food, diapering/toileting, administering first aid, blowing noses and wiping faces.

MEDICATION

Dawn-To-Dusk will only administer prescribed medication. We will not administer the first dosage due to the unknown effect the medication may have on your child. Parents are required to complete the Medication Form for each medication, including the dosage, the time for administering and any possible side effects. All medication must be clearly labeled and taken home on a daily basis.

ACCIDENT/INCIDENT REPORTING

Parents of any child injured in an accident will be notified via phone call. An Accident/Incident Report will be completed by the staff member present and contain all pertinent information. At time of pick up, the incident will be discussed and the report will be signed by the parent and kept on file. The center also maintains records on a typical behavior, bruises, scars and/or injuries we notice involving any of the children enrolled in the program. Parents will be made aware of our findings and informed of our responsibility to report suspicious incidents to the Division of Youth and Family Services (DYFS).

ARRIVAL/DEPARTURE PROCEDURES

New Jersey law requires each child to be signed in and out daily by the adult who drops or picks him/her up. A sign in sheet is placed in each classroom. It is very important that you are on time when dropping your child in the morning. Our staff creates very in-depth lesson plans for each day. We ask that your child be present at the start of the school day, 9:00 am, if they are not participating in the before care program. It is unfortunate when children miss out on exciting activities. It can also be frightening to your child if you are late picking him/her up. If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher who will explain your tardiness and reassure your child that you will be arriving shortly.

RELEASE OF CHILDREN

The center shall maintain on file and follow a written policy on the release of children, which shall include:

- I. The provision that each child may be released only to the child's parent's) or person's) authorized by the parent's), as specified in N.J.A.C. 10:122-6.8(a) 3. to take the child from the center and to assume responsibility for the child in an emergency if the parent's) cannot be reached;
- II. The provision that, if a particular 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;
- III. Written procedures to be followed by staff members) if the parent's) or person's) authorized by the parent's), as specified in 1 above, fails to pick up a child at the time of the center's daily closing. The written procedures to be followed by staff members shall require that:
 - 1-The child is supervised at all times.
 - 2-Staff members attempt to contact the parent's) or person's) authorized by the parents;
 - 3- After an hour or more after closing time, if there have not been any arrangements for releasing the child and if all attempts to communicate with

parents have failed; then the staff member shall call Child Abuse Hotline to seek assistance for 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;

IV. Staff member shall follow written procedures if the parent's) or person's) authorized by the parent's), as specified in (1) 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:

- 1- The child shall not be released to such an impaired individual;
- 2- Staff members attempt to contact the child's other parent or an alternative person's) authorized by the parent's); and
- 3- If the center is unable to make alternative arrangements, as noted in (ii) above, a staff member shall call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child.

RETENTION

All children will remain in active status as long as their parents adhere to center policies and procedures or as long as we can provide services in the best interest of the individual child.

CANCELLATION/TERMINATION

Childcare services will be cancelled/terminated if center policies and procedures are blatantly disregarded. Services can also be terminated for non-payment.

If termination occurs due to non-payment, parents/guardians are still responsible for satisfaction of the account. Accounts, which are delinquent beyond 30 days, will be turned over to the center's collection agency.

Cancellation/termination can also occur if Dawn-To-Dusk determines that care is not appropriate for child's future success. In this instance, a transition plan will be implemented.

Failure to comply with the center's request for medical/immunization

Information will initially result in suspension, after 90 days, termination. Upon termination on these grounds, a family is permitted to re-apply for services and will receive a slot if one exists, and the necessary documents are submitted.

Social Media and Personal Computer Policy

Dawn to Dusk, along with other childcare settings, have a duty of care to safeguard our children online. We believe strongly that strict guidelines when using social media, be adhered to. We ensure our staff are well educated when it comes to social media and that they follow strict guidelines when it comes to its use.

-Individual Responsibility

- Any material posted on-line in reference to Dawn to Dusk Pre School by any employee or parent/care giver is the responsibility of the poster.
- At no times should any posts be made by staff in reference to Children, Parents or other professionals that employees or committee members may come in to contact with through Dawn to Dusk Pre School.
- At no time must any photographs or materials be published that identify Dawn to Dusk Pre School or attending children.
- Pictures of staff may only be used with the express permission of the staff members.
- All staff should bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

-Policy statement

Dawn to Dusk Pre School accepts that social media, professional networking sites, rapid-fire communications, blogs and personal Web sites are all useful technologies. As childcare workers, we have a professional image to uphold and how we conduct ourselves online helps determine this image. Dawn to Dusk staff reflect a cross section of society who use these and the Pre School encourages employees to express themselves and communicate on-line. However, everyone needs to use good judgement on what material makes its way on-line. This policy sets out guidelines that employees should follow for all on-line communications in reference to Dawn to Dusk Pre School. If in doubt, then details should be discussed in the first instance with the supervisor.

NOTES

(Classroom Parent's) Names/Numbers
