



# Play and Learn School

## Parent Handbook

### Preschool Edition

#### Our Mission

Play and Learn School is dedicated to providing a safe, loving, and exciting environment for children to learn, grow, and discover through developmentally appropriate instruction and activities. The classroom activities are based on the most recent research into the growth and development of the young mind.

All programs are based on a strong belief that each child is special in his or her own way.

Play and Learn School does not discriminate on the basis of race, color, national origin, age or sex for the purposes of enrollment or employment.

#### Preschool (3) Program

The Preschool (3) Program is a Full Day, Full Year Program that runs from September through August. The center is open from 8:00am through 6:00pm.

The children are required to attend the six-hour educational session that begins promptly at 8:30am. The educational session takes place between 8:30am and 2:45pm.

"Wrap Around" service is provided for a fee. The fee covers both before care (8:00am – 8:30am) and after care (3:00pm – 6:00pm).

#### Enrollment

Enrollment takes place March 1<sup>st</sup> of each year for admission the following September. Enrollment is first come, first served. Enrollment is ongoing until all of the contracted spaces are filled.

Parents must provide all of the required documentation prior to completing the enrollment. A list of these documents can be found on the center's website, [www.pal.school](http://www.pal.school).

#### Immunizations

The Jersey City Board of Health sets the requirements for health and immunizations for children. Each parent must submit current health and immunization records that meet the Board of Health mandates. A copy of these requirements may be obtained from the office.

All children must be vaccinated with the required immunizations to be admitted into the center. A child who is not properly vaccinated will be excluded from the center until the parent can confirm that the vaccination has been obtained.

Exemptions from immunizations may only be granted from the State Board of Health. Documentation of such exemptions must be provided to the center.

#### Sign-In/Sign-Out Procedure

Caregiving adults who bring the child to or remove the child from the facility will sign children in and out of the facility. This policy will be explained to families at the time of enrollment and will be strictly

enforced. Attending staff members are responsible for ensuring that the sign in and sign out procedure is completed by parents.

#### Absence

Children that are enrolled in the program are required to maintain regular attendance. Sickness and vacation are valid reasons for absence but must be coordinated with the child's Family Worker.

Parents are required to notify the center by 8:30am each day the child will be absent.

A child that is absent for more than three days must provide a signed note from a health care provider.

Parents must discuss plans for vacation with the Family Worker and extended vacations that will last more than one week must be documented utilizing the Leave of Absence Form. Parents may be asked to provide travel documentation.

Excessive absence may lead to termination from the program.

#### Tardiness

The Educational Program begins at 8:30am each morning. Children are required to arrive before 8:45am.

Parents are required to inform the office if a child is going to be late.

Children arriving after 9:00am must bring their own healthy lunch and snack.

#### Dismissal and Late Pick Up

The staff of Play and Learn is dedicated to the safety and well-being of each child. Therefore, a child is dismissed only to approved parents or guardians. This information is provided by a parent at the enrollment interview and remains on file for future reference.

Please do not send school aged children to pick up your child. Children will only be released to authorized adults eighteen years and older.

The center closes at 6:00pm. Late parents must call the center as soon as possible to make arrangements. Parents will be charged a late pick up fee as posted in the main office. Payment is due at the time of pick up.

Failure to arrange a pick up for a child three times during the year will result in removal from the wrap around services.

#### Children's Attire

Children should wear clothing with buttons, snaps, and zippers that are easy to manipulate. Play clothes are recommended for school time since the children will be exploring with many different media during the day. The children tend to get dirty in the process.

Parents must provide an extra change of clothes that will be kept in the center in case of a toilet accident. All clothing must be labeled with the child's name.

## Outdoor Activities

Exploring the environment is an integral part of every child's learning process. Outdoor play is a critical component of the children's daily schedule. The children will be outdoors throughout the year except in the case of extreme weather.

Children must be dressed appropriately for the daily activities. Dressing in layers will allow the children to add and remove clothing as needed for comfort.

## Field Trips

During the school year, the children will be taking field trips. Parents are invited to participate. However, sometimes parent participation is limited due to bus seating or site guidelines.

The center staff will do their best to accommodate as many parents as possible. Children that are not enrolled in the program are not permitted to go on field trips.

## Nap Time

The children are provided with cots for an afternoon nap. Parents must provide a small pillow, small blanket, and a cot sheet for nap time. These items will be sent home each Friday for laundering and must be returned the following Monday. This rest period takes place from 12:30pm - 2:00pm daily.

Children that do not sleep will be provided with a quiet activity after thirty minutes of rest.

## Injury Reporting

In the event a child becomes seriously injured while in the center's care, the parent/guardian will be notified immediately. All accidents and injuries will be reported in the center's Injury Report Log that is located in the main office.

If the staff of Play and Learn is unable to contact a parent or guardian in the event of an emergency, it may be necessary for the staff to seek emergency medical attention for a child. Staff follow the information provided by the parent/guardian at enrollment.

## Parental Involvement

A "Teddy Tea" is scheduled before the first day of the new school session. This is a time for parents to meet the staff and become familiar with school policies. All parents are encouraged to attend the meeting.

In addition, there are a number of parent meetings scheduled throughout the year. The subject matter of these meetings is developed using a parent survey and are coordinated by the Family Workers.

Parents are also required to participate in the Parent Outreach Project. This program is coordinated by the center's Family Worker. Each family must meet the center's Family Worker to discuss child development. The purpose of the Parent Outreach Project is to help parents to understand what is going on in the classroom and to learn how to bring activities into the home.

Play and Learn School has an open-door policy. A parent may visit the center without prior notice, provided that the parent does not interfere with the daily classroom routine.

All visitors must be prepared to show picture identification and must sign in and out of the Visitor's Log in the main office.

Parents are invited to become involved in the various activities of the day. Volunteering can be coordinated with the Family Worker.

At least twice a year, the children take field trips. Parents are encouraged to chaperone these field trips.

## Food Program

Play and Learn School participates in the Child and Adult Care Food Program. Children are provided with a nutritious breakfast, lunch, and snack each day. A monthly menu is distributed to parents. Parents are permitted to send a meal with the child provided the meal meets all of the nutrition guidelines specified by the United States Department of Agriculture. A copy of the requirements is available for review in the office.

Upon enrollment and each October all parents will be required to complete a Food Program Eligibility Application.

In the operation of the Child Care Food Program, no participant will be discriminated against because of race, color, national origin, age or sex. Any person who believes that he or she has been discriminated against in any USDA-related activity should write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD).

## 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. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time
- Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

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

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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

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

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE {1-877-652-2873} to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

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

1. The child may 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, a staff member shall call the 24-hour State Central Registry

Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

Staff members are not permitted to baby sit or otherwise be employed by a family of an enrolled child. Staff members are also prohibited to transport any child or family member in a private automobile.

### **Criteria for Excluding Children Who Are Acutely Ill or Injured**

#### **Ability to Participate**

The child's condition prevents the child from participating comfortably in activities that the facility routinely offers for well children or children who are mildly ill or injured.

#### **Need for More Care**

The condition requires more care than teachers/caregivers can provide without compromising the needs of the other children in the group.

#### **Risk to Others**

Keeping the child in care poses an increased risk to the child or other children or adults with whom the child comes in contact.

### **Policy on the Management of Communicable Disease**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **Excludable Communicable Diseases**

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

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

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

### **Communicable Disease Reporting Guidelines**

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

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

## Medication Policy

### Purpose

This policy was written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.

### Intent

Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, 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 health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.

Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.

"As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.

Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and 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 child care.
- Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed

Permission Form from the health care provider prior to being given in the child care center.

Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants
- Topical ointments, such as diaper cream or sunscreen

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 staff will advise the parent/guardian one week prior to the medication needing to be refilled 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. Samples of the forms used are attached to this policy and include:

- Permission to Give Medication in Child Care
- Universal Child Health Record
- Emergency Contact Sheet
- Medication Administration Log
- Medication Incident/Error Report

Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-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.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child.

Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

### **Policy on Methods of Parental Communication**

Open communication is an important component of our program. Play and Learn staff use many forms of communication to notify parents and staff members of news, reminders, updates, emergencies, changes to programs/calendars, etc.

Lines of communication include:

- Telephones (landline – home)
- Mobile Phones
- Work Phones
- Written “hard copies” distributed in child’s cubby
- E-mails
- Mail
- Parent – Teacher Conferences
- Parent – Director Meeting
- Website: [www.pal.school](http://www.pal.school)

Parents may speak with the staff in person during drop off or pick up. However, we ask that conversations be brief as the children’s safety and well-being are the first priority.

Parents may call the office during regular business hours. The office telephone number is (201) 435-6042.

Each staff member is also assigned a school email address for two-way communication.

### **Policy on Use of Technology**

The American Academy of Pediatrics discourages media usage by children younger than age 2 and recommends limiting older children’s screen time to no more than one or two hours a day. Too much screen time has been linked to obesity, irregular sleep, behavioral problems, impaired academic performance, violence and less time for play.

As part of the center’s curriculum, “media” shall include TV, computer and video usage.

Teaching staff will:

- Not offer and TV/Computer or Video usage to children ages 2 years and below.
- For children 2 years and older:
- Only offer media in conjunction with learning themes and must be academically appropriate.
- Never use media as a substitute for planned activities or passive viewing.
- Never use media during meal times or snack time
- Take advantage of training courses and resources which update their knowledge and understanding of effects of media on young children.
- Work with parents to help them understand the importance of limiting media exposure for the physical and psychological health and well-being of their child.

### **Policy on Use of Social Media**

This social media policy applies to parents, Play and Learn School staff, board members 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 child. 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 Play and Learn website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the preschool children, staff or preschool board business (except appropriate use for marketing fund raising 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.
- 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 name 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 observe 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.
- Any comment deemed to be inappropriate is to be reported to the director 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.

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

Maintain professionalism, honesty and respect.

Apply a “good judgement” test for every social media post you make.

### **Expulsion / Termination Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with

the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

#### Immediate Causes of Expulsion

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

#### Parent Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

#### Child's Actions for Expulsion

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

#### Schedule of Expulsion

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

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

Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.  
Reported abuse or neglect occurring at the center.  
Questioned the center regarding policies and procedures.  
Without giving the parent sufficient time to make other child care arrangements.

### **Chronic Absenteeism Policy**

#### Purpose:

Consistent attendance in a high-quality preschool program is a key factor in school readiness and long-term academic success. The New Jersey Department of Education (NJDOE) requires all state-funded preschool programs to monitor and address chronic absenteeism. This policy outlines our school's approach to supporting regular attendance and responding to excessive absences.

#### Definition of Chronic Absenteeism:

In accordance with NJDOE guidelines, chronic absenteeism is defined as a child missing 10% or more of the total number of enrolled school days, whether absences are excused or unexcused. For a typical 180-day school year, this equates to 18 or more absences.

#### Attendance Expectations:

- Families are expected to bring their child to school every day and on time.

- Parents or guardians must notify the school in the event of an absence, providing a reason for documentation.
- Excessive tardiness (arriving more than 30 minutes late) may be counted toward chronic absenteeism, per NJDOE recommendations.

#### Monitoring and Notification Procedures:

- Attendance is tracked daily and reviewed regularly by the program administrator.
- At 5 absences, a written reminder will be sent home.
- At 10 absences, the family will be contacted for an attendance meeting to discuss barriers, offer supports, and review the importance of consistent attendance.
- At 15 absences, the school will initiate an Attendance Improvement Plan in collaboration with the family.
- At 18 or more absences, the program must notify the district's Early Childhood Department and document all intervention efforts.

#### Acceptable Excused Absences May Include:

- Illness or injury (with or without documentation)
- Medical or dental appointments
- Religious holidays or observances
- Family emergencies
- Required screenings or evaluations
- Quarantine or COVID-19-related absences per public health guidelines

#### Intervention and Support:

Our goal is to work in partnership with families to reduce barriers to attendance. Support strategies may include:

- Referral to community health or social services
- Adjustment of arrival routines or transitions
- Transportation consultation (if applicable)
- Ongoing communication and family engagement

#### Program Placement and Continuity:

While our program is committed to serving all eligible children, chronic absenteeism may jeopardize a child's placement. If a family does not respond to outreach or fails to improve attendance after multiple documented efforts, the space may be offered to another eligible child on the waiting list, with district approval.

#### Compliance and Documentation:

All efforts to address attendance concerns—including communication logs, meeting notes, and improvement plans—will be documented in accordance with NJDOE requirements and may be reviewed by district or state monitors.