



POLICIES AND PROCEDURES MANUAL

FOR PARENTS AND STAFF

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ENROLLMENT CONFERENCES

Prior to a child's enrollment at Alphabets an enrollment conference will be arranged between the parents/guardians and the Director, Esther Piekarski.

This conference will include a tour of the school and an explanation of policies, procedures, programs and curriculum. This conference generally takes 45 minutes to one hour, depending on the needs of your family.

At this enrollment conference the following policies will be discussed:

- Health Policy
- Child Release Policy
- Illness and Communicable Disease Policy
- Dispensing Medicine Procedures and Policy
- Parent participation opportunities
- Positive Discipline Guide
- Expulsion Policy
- Daily Schedule of Activities
- Curriculum and Programs
- Information to Parents letter
- Hours of Operation
- Authorization for emergency treatment
- The individual child's habits, dietary and sleep needs, activities, behavior and development
- An enrollment conference will be scheduled after a student has completed an Asbury Park School District Registration Packet and has been approved by the Asbury Park School District.



****CHILD RELEASE POLICY****

When a child is registered at Alphabets Preschool Center, the parent completes a Registration Packet. This packet is to be filled out and returned to the Center before the child's starting date. The packet includes a MEDICAL AUTHORIZATION FORM. The parent is to list here the full names of persons authorized to take the child from the Center, along with their telephone number, address, and relationship to the child. They must be 18 years of age or older. Names listed under the EMERGENCY CONTACT section must be listed again under the PICK UP AUTHORIZATION section of the MEDICAL AUTHORIZATION FORM in order to authorize the release of a child to such persons.

THE CHILD WILL NOT BE RELEASED TO PEOPLE NOT ON THE LIST.

Identification will be asked for by staff members if the person(s) is not familiar to them.

*In an emergency, and by the Director's consent only, a special **Alternate pick up form** may be used by Alphabets to release a child to an adult not listed on the Medical Authorization Form. **This is a one time only form.***

(If a parent telephones us with specific information as to who is coming and when, i.e.: taxi, visiting relatives, special persons not normally used for pick-up, etc...)

If a taxi is sent to pick up a child from Alphabets, the taxi driver is expected to come INTO Alphabets to receive the child. A child will not be allowed to wait outside to be picked up by a taxi.

Alphabets Preschool Center is not allowed by law to restrict a child from being picked up by a biological parent unless we have a copy of a current restraining order or a court order on file.

No child will be released to another child's parent unless that parent is listed on the Medical Authorization Form. If you want your child to visit the home of another child, we must have your written permission to release your child to that parent.



Policy on Designating Primary Guardians and on Deleting Biological Parents from a Child's Pick Up List

1. In New Jersey both the biological mother and father have the legal right to pick up their child from our center unless there is a court ordered restraining order on file. The court order would need to clearly state the name of the person restricted from picking up the child.
2. When a child is registered to enter our program the parent who completes the Registration process and Orientation session becomes the Primary Guardian for the child in our program. If both parents are present, both parents are the Primary Guardians. The Primary Guardian will discuss the relationship of the child with the other parent if not present at the Orientation and clarify expectations, roles and responsibilities for that parent. This should include information on who is on the child's pick up list.
3. The Primary Guardian(s) will create the child's pick up list on the form that is called the Medical Authorization Form.
4. If the Primary Guardian does not designate the other parent on the pick up list, he/she needs to know that it is his/her responsibility to inform the other parent that they are not on the list. Court ordered documentation should be provided at the registration/orientation meetings, if that is in place.
5. If the parent who is not on the pick up list arrives to pick up their child at Alphabets, he/she will be informed that they are not on the pick up list. This parent would need to prove their legal status as a parent prior to discussing taking that child from our center. They will be requested to respect our school policy for the sake of the child and not take the child out of the building. Further, he/she will be asked to work out custody issues outside of the school building. The Primary Guardian will be notified immediately and will be asked to assist with the situation. If the person who is not on the pick up list proceeds to attempt to take the child after this request has been made, the police will be called if needed to mediate the situation and a report will be made. No physical restraint will be used by any Alphabets staff person.
6. During the course of enrollment for a child, one Primary Guardian cannot remove another Primary Guardian without a court order.



7. During the course of enrollment for a child, if the Primary Guardian wishes to remove a biological parent who is not a Primary Guardian from the pick up list he/she would initiate the process by completing a Change of Information form with the Director, Office Manager or Family Outreach Worker. The Director must approve this form only after a discussion with the parent requesting the change. It is the parent's responsibility to notify the other parent that they are taking him/her off of the pick up list. Alphabets staff should not be the source of this information.
This process should be taken very seriously and should not be initiated without thoughtful consideration.
8. Staff will be informed of the change and the information will be added to our Special Instructions list by the Office Manager.
9. Any parent wishing to delete the other biological parent from the pick up list **MUST** read and receive a copy of this policy. They will be required to sign off to indicate receipt of a copy of this policy.



Policy on Visitors

At Alphabets Preschool Center parents of enrolled children may visit the Center at any time during the Center's hours of operation to observe program activities. Parents do NOT need to secure prior approval. You are always welcome! If you are considering enrolling your child at Alphabets, you are also invited to visit the Center to observe its operation and program activities. You are welcome to observe at any time. However, we do urge you to make an appointment if you will be requesting information so that the Office Manager and/or Director can set aside time to answer your questions.

Only mothers and fathers that have ongoing relationships with the children enrolled at Alphabets Preschool Center have open visitation at any time.

To ensure the safety of the children and staff, all other persons must be pre-approved by the Director. A (custodial) parent who has an ongoing relationship with the enrolled child can make arrangements with the Director to schedule an appointment for a visit with the third party. This is to guarantee we have appropriate staffing and that it is during suitable circumstances when the visit occurs.

Any persons other than the custodial mother or father who have ongoing relationships with children enrolled at Alphabets Preschool Center who arrive for an unscheduled visit, should see the Desk staff immediately to consult with the Director.

We are not able to accommodate parents (or other family members) for a child's classroom birthday celebration. We try to keep these birthday celebrations simple but still enjoyable! Also, our time for snack is very limited.

Alphabets Preschool Center requires all visitors to show identification, sign in on a visitor's log when they arrive and sign out on the log when they leave.



School Closings

Alphabets Preschool Center does NOT follow the same calendar as Asbury Park School District. Please refer to your Alphabets calendar for a list of Alphabets school closings.

Please be aware that days where the school district is closed for a half day, Alphabets Preschool Center is open for a full day: 7:00 AM – 5:30 PM for WRAP STUDENTS ONLY. Students without wrap and buses will follow the APSD schedule. See your Alphabets calendar and watch your mailbox for details. On selected holidays, Alphabets will close at 4:00 PM for all students, including WRAP students. Look to your Alphabets calendar for these specific dates.

In the event of inclement weather, such as hurricanes or snow storms, Alphabets **will be closed** if Asbury Park School District is closed. Alphabets Preschool Center will remain open if Asbury Park School District is open. You can refer to local radio stations or television channels for these announcements.

DO NOT call Alphabets Preschool Center to ask if the school is closed.

Genesis Student Information System

During your Asbury Park School District registration appointment at Alphabets, you will be asked to provide a telephone number for Asbury Park School Genesis Student Information System. The Genesis Student Information System alerts parents by a phone call or text of occurrences in the school district. These phone calls or texts will alert families on anything from school closings and notifications of snow days to district activities and events.

Please note: Not all APSD closings, half days and notifications will apply to Alphabets Preschool Center. Always refer to your Alphabets calendar and information in your mailbox for details.

Policy on Television, Computer & Videos

At Alphabets Preschool Center, TV/Computer/Video time is not a substitute for planned activities. Passive viewing of programs is not appropriate.

Screen time for TV/Computer/Video viewing is for instructional & educational purposes only. Screen time cannot exceed 30 minutes at one viewing.

During classroom instructional time, all TV/Computer/Video viewing must be written into the classroom teacher's lesson plans prior to viewing. Lesson plans must reflect the instructional value of what is being viewed by the students in the classroom, and should match the theme/exploration/study currently ongoing in the classroom.



Alphabets Preschool Center participates in the New Jersey Child and Adult Care Program (CACFP) sponsored by the US Department of Agriculture (USDA). We are required as a part of that program to provide you with this policy Statement:

****USDA Nondiscrimination Policy Statement****

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) To file a complaint, complete the USDA Program Discrimination Complaint Form or write a letter to U.S. Department of Agriculture, Direction, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



****HEALTH POLICY****

1. Alphabets Preschool Center will not serve or allow admission to any child who has any illnesses, symptoms of illness, or disease where a physician has determined the child to be:
 1. Confined to home under a physician's immediate care; or
 2. Admitted to a hospital for medical care and treatment.

2. Alphabets Preschool Center will not permit a child who has any illnesses or symptoms of illness specified below to be admitted to the Center on a given day unless medical diagnosis from a licensed physician, 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/herself or to other children. These illnesses or symptoms of illness shall include, but not be limited to the following:
 1. Severe pain or discomfort;
 2. One or more episodes of 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;
 3. One or more episodes of acute vomiting within a period of 24 hours
 4. Elevated oral temperature of 100 degrees Fahrenheit or over (in conjunction with behavior changes);
 5. Sore throat or severe coughing;
 6. Yellow eyes or jaundiced skin;
 7. Red eyes with discharge;
 8. Infected, untreated skin patches;



9. Difficult or rapid breathing;
10. Skin rashes lasting more than one day;
11. Weeping or bleeding skin lesions that have not been treated by a physician;
12. Swollen glands;
13. Visibly enlarged lymph nodes;
14. Stiff neck; or
15. Blood in the urine.

If your child exhibits any of the above symptoms he/she will not be admitted to Alphabets Preschool Center until he/she is symptom free; or until a **WRITTEN DOCTOR'S NOTE** is provided stating that the child poses no health risk to him/herself or other children. **The doctor must include the date that the child may be readmitted to the Center.**

Once the child is symptom free, or a licensed physician indicates that the child poses no serious health risk to him/herself or the other children, the child may return to the Center. Please note that anytime a child is absent for three consecutive school days due to illness, a doctor's note will be required upon their return.

In instances of fever, diarrhea, or vomiting; children need to stay home for a 24 hour period. If a child exhibits one of these symptoms at school, he/she will need to stay home for a 24 hour period starting with the time of the child's pick-up from school. A child will be admitted before the 24 hour period is up only if a doctor's note is provided which clearly states that the child is not contagious and may return to school.



**** GUIDELINES FOR A FEVER ****

Fever is generally defined as a temperature of 100° or more. A fever of 105° is considered high, although in general the height of the fever does not correlate to the seriousness of the illness. How sick a child acts is what counts.

We will inform parents every time a child registers a fever in the range of 100° or more. Our decision to send a child home will be based on the presence or lack of the following symptoms:

- Unusual drowsiness or excessive sleep.
- Loss of alertness.
- Fast or different breathing.
- Very sick appearance.
- Refusal to eat or drink.
- Irritability.
- Refusal to play.
- Complaints about pain.
- Excessive crying.

The same guidelines of noting symptoms will be used in cases of colds, coughing and vomiting.

Please Note: The fever strip used at Alphabets will give only a range of temperature, not an exact reading.



Illness Procedures for Children Who Become Ill at Alphabets

If a child who has already been admitted to Alphabets manifests any of the illnesses or symptoms specified under Admittance Requirements, the teacher will isolate the child from the group until:

1. He/She can be taken from the Center; or
2. The Director, Office Manager, or FOW has communicated verbally with a licensed physician or the Asbury Park School District nurse who indicates that the child poses no serious health risk to him/herself or to the other children, at which time the child may return to the group.

Children will be sent home for the following reasons:

- The child's disease is communicable and previously unexposed susceptible children might be exposed to it.
- The child does not feel well enough to participate.
- The staff is not able to adequately care for sick children.
- The child has a fever.
- The child has one or more episodes of diarrhea
- The child has one or more episodes of vomiting



Parent Procedures for Illnesses

If a child becomes ill during the time he/she is at school, the parent will be notified. You will be immediately notified in every incident where a child has a fever above normal, throws up or has diarrhea.

Children will be expected to be picked up from the Center in every incident of diarrhea, vomiting, or fever. If no contact can be made with a parent or emergency number, the child will be isolated until contact is made. If a parent cannot be reached, we will call one of the two emergency numbers listed on the Medical Authorization Form. Be sure to tell your emergency numbers that they have been listed as contacts. Remember that in order to release a child from Alphabets Preschool Center the emergency people must be listed again under "Persons authorized to take the child from the Center".

If a child is sent home early due to fever, vomiting, or diarrhea, he/she will be permitted to return to school when symptom-free for 24-hours. A doctor's note clearly stating that the child is not contagious may be substituted for the 24 hour period.

In all cases of illness, a decision about a child remaining at the Center will be made on a case by case basis.

The deciding factor in each case is the question, "Can the child participate with reasonable comfort and receive adequate and appropriate care without interfering with the care of the other children?"



****ADMINISTRATION OF MEDICINE POLICY****

We may give medicine to a child only after receipt of the Medication Form which must be signed by a child's parent. We typically administer medication once daily at 11:45 A.M. Medication should always be handed to the Director, Office Manager or Family Outreach Worker at the desk by the parent of the child who requires it. Medication should **never** be brought in by a child. If your child arrives to school by bus, please do not send medications on the bus. You must come in to Alphabets to deliver it. Please inform the desk staff if any medicine needs to be refrigerated or if there are any special instructions involved.

PRESCRIPTION MEDICINE:

- If a child is currently taking a prescription medication, a doctor's note is required for entering our program.
- Any prescription medication to be administered to a child at Alphabets must be prescribed for the child we are administering it to.
- Prescription medication must be stored in its original container which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, and directions for its administration.
- Prescription medication is given only according to the doctor's written and signed instructions. Please pick up the appropriate medication form from one of our desk staff before your visit to the doctor, or be sure to present a clearly written doctor's note with instructions to accompany the medicine. We will give no more than the prescribed dosage and only for the period of time prescribed by the doctor.

NON-PRESCRIPTION MEDICINE:

- Non-prescription, over-the-counter, medication may be given for a 3-day period (counting 3 consecutive days from the first administration, including weekends).
- Non-prescription drugs will not be given on an "as needed" basis.
- Non-prescription medicine will only be given according to the directions on the label. Staff members are to check the recommended dosage for the age and weight of the child, as well as the time interval between doses.
- We may administer antihistamines/decongestants, cough suppressants, or topical (skin) ointments with the Medication Form signed by the parent as long as the medication directions allow us to administer it.



- Other types of non-prescription medication may be given only with the Medication Form signed by a Doctor, as they may have harmful side effects. We do not administer aspirin unless a Doctor signs the Medication Form because it is associated with a life threatening illness called Reyes Syndrome.

STORAGE:

All medication is kept in a secured area that is inaccessible to the children. When necessary, medicines will be kept on a special tray in the refrigerator in the school kitchen. All other medicines will be stored in the kitchen pantry. Non-prescription medicine must be stored in its original, labeled container, with instructions as well as a child-proof cap.

All medication will be returned to an adult pick-up person by a staff person at the end of each school day for the duration of the time that the medication is being administered. Asthma medications are stored in a special cabinet in the school office. Epipens are stored in individual classrooms.

TIME LIMIT:

All non-prescription medication will be administered for 3 consecutive calendar days (including Saturdays and Sundays) counting the first day as the day of the first administration of medicine to a child at Alphabets.

After three consecutive days, a Medication Form must be signed by a Doctor in order to continue administering medicine to a child at Alphabets.

ASTHMA

Children with asthma must have an “Asthma Health Care Plan” completed by the children’s health care provider on file. We will administer asthma medications according to a doctor’s orders only. These plans will be individually arranged at the time of registration.



**** PROCEDURES FOR ADMINISTERING MEDICINE FOR STAFF****

When giving medication, follow directions carefully. Check several times that you are giving the correct dosage and type of medicine to the right child. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving liquid medication. Do not give food, juice, soda, or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed, and be sure to put the container out of reach right away.

You must maintain on file a record of:

1. The child's name and parental authorization.
2. The name of the medication.
3. The instructions for administering the medication, including the dosage and frequency.
4. The time and by whom the medication was administered to the child.
5. Any adverse effect the medication may have had on the child.
6. Administration of medication must be witnessed and signed off by another staff member.

Don't take medicine of your own in front of the children, as they may try to imitate you. Don't refer to medicine as "candy", and don't give or threaten to give medicine as a punishment. Help the children understand that medicine is helpful and important, but it must be treated with care.



****HEALTH AND IMMUNIZATION REQUIREMENTS****

- 1) Upon enrollment each child shall provide evidence of a health examination performed by a licensed physician within one year prior to admission and an up-to-date immunization record appropriate to the child's age. The Universal Health Form and a stamped copy of the immunization records from the child's health care provider is required to be provided before enrollment begins for any child, as required by the Division of Child Protection and Permanency, our licensing agency.

If the child does not have all of the required shots appropriate to the child's age, documentation must be provided that the child is under a prescribed medical program to obtain the necessary immunizations (provisional admittance form). This must be approved by the school nurse.

- 2) If immunizations are contraindicated for medical reasons, the Center shall required the parent to submit to the Center a written statement from a licensed physician attesting to the following:
- 3)
 1. The reason the immunization is medically contraindicated; and
 2. The specific time period that the immunization is medically contraindicated.
- 4) Any child whose parent objects to a physical examination, immunization, or medical treatment for his/her child on grounds that it conflicts with the tenets and practices of a recognized religion of which the parent(s) or child is an adherent or member shall be exempt from complying with such requirements, provided that the parent(s) submits to the Center upon the child's admission a signed written statement that the physical examination, immunization, or medical treatment interferes with the free exercise of the child's religious rights.
- 5) The immunization exemption may be suspended by the bureau during the existence of a health emergency, as determined by the State Commissioner of Health.
To help prevent illnesses, we require that ALL children at Alphabets Preschool Center have all of the recommended inoculations upon enrollment. Please see the *Recommended Childhood and Adolescent Immunization Schedule* on the following page.

Please Note: A Lead screening with results is also required for every child.



FLU VACCINE

New Jersey state law requires that children six months through 59 months of age attending any licensed child care center or preschool facility shall annually receive at least one dose of influenza vaccine between September 1 and December 1 of each year.

All students attending Alphabets Preschool Center must show evidence of having received a flu vaccine

BY December 1st!!!

in order to continue attending school.



FOR CHILD CARE/PRESCHOOL DIRECTORS AND PARENTS: CHILD CARE/PRESCHOOL IMMUNIZATION REQUIREMENTS



**NJ Department of Health
Vaccine Preventable Disease Program**

New Jersey Minimum Immunization Requirements for Child Care/Preschool Attendance
N.J.A.C. 8:57-4 Immunization of Pupils in School

Listed in the chart below are the minimum required number of doses your child must have in order to enroll/attend a child care/preschool facility in NJ. Additional vaccines are recommended by the Advisory Committee on Immunization Practices (ACIP), but only the following are required for child care/preschool attendance in NJ. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

At this age the child should have received the following vaccines:	2 months	4 months	6 months	12 months	15 months	18 months	19 months	20-59 months
Diphtheria, tetanus & acellular pertussis (DTaP)	Dose #1	Dose #2	Dose #3			Dose #4		
Inactivated Poliovirus (Polio)	Dose #1	Dose #2				Dose#3		
<i>Haemophilus influenzae</i> type b (Hib)	Dose #1	Dose #2		1-4 doses* (see footnote)		At least 1 dose given on or after the first birthday		
Pneumococcal conjugate (PCV 13)	Dose #1	Dose #2		1-4 doses* (see footnote)	At least 1 dose given on or after the first birthday			
Measles, mumps, rubella (MMR)					Dose #1 [†]			
Varicella (VAR)							Dose #1 [§]	
Influenza (IIV; LAIV)					One dose due each year [¶]			

Interpretation: Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.



* *Haemophilus influenzae* type b (Hib) and pneumococcal (PCV) vaccines are special cases. If a child started late with these vaccines he/she may need fewer doses. One dose of each is required on or after the first birthday in all cases.

Please Note: The use of combination vaccines may allow students to receive the 1st birthday booster dose of Hib between 15-18 months of age.

† **MMR vaccine may be given as early as 12 months of age**, but NJ requires children to receive the vaccine by 15 months of age. Prior to age 15 months, a child may enter preschool/child care without a documented dose of MMR.

§ **Varicella vaccine may be given as early as 12 months of age**, but NJ requires children to receive the vaccine by 19 months of age. Prior to age 19 months, a child may enter preschool/child care without a documented dose of varicella. A child will not have to receive the varicella vaccine if he/she previously had chickenpox as long as the parent can provide the school with one of the following: 1. Documented laboratory evidence showing immunity (protection) from chickenpox, 2. A physician's written statement that the child previously had chickenpox, or 3. A parent's written statement that the child previously had chickenpox.

¶ The current seasonal influenza vaccine is required every year for those children 6 months through 59 months of age. Students who have not received the flu vaccine by December 31 must be excluded (not allowed to attend child care/preschool) for the duration of influenza season (through March 31), until they receive at least one dose of the influenza vaccine or until they turn 60 months of age. Children enrolling in child care/preschool after December 31, must provide documentation of receiving the current seasonal flu vaccine before being allowed to enter school. Students enrolling in school after March 31 are not required to receive the flu vaccine; however, flu season may extend until May and therefore getting a flu vaccine even late in the season is still protective

NJ accepts valid medical and religious exemptions (reasons for not showing proof of immunizations) as per the NJ Immunization of Pupils in School regulations, N.J.A.C. 8:57-4. Children without proof of immunity as defined by ACIP, including those with medical and religious exemptions, may be excluded from a school, preschool, or child care facility during a vaccine preventable disease outbreak or threatened outbreak as determined by the Commissioner, Department of Health or his or her designee. In addition, anybody having control of a school may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable disease, prohibit the attendance of any teacher or pupil of any school under their control and specify the time during which the teacher or scholar shall remain away from school. The Department of Health shall provide guidance to the school of the appropriateness of any such prohibition.

For more information, please visit “NJ Immunization Requirements Frequently Asked Questions”, at the following link:
<http://nj.gov/health/cd/imm.shtml>.

Interpretation: Children need to receive the minimum number of age-appropriate vaccines prior to entering child care/preschool. For example, a child 2 months of age, must have 1 dose each of DTaP, Polio, Hib, and PCV before being permitted to enter child care/preschool. A child entering at a younger age range than listed above must have proof of receiving vaccines in the previous age bracket. Example: A child entering child care/preschool at 11 months of age, would need at least the following: 3 DTaP, 2 Polio, 2 Hib, and 2 PCV. The current seasonal flu vaccine is required every year by December 31 for children 6-59 months of age.



POLICY ON REPORTABLE & COMMUNICABLE DISEASES

What is a reportable disease?

A reportable disease is an illness that the Department of Health wants to know about to keep others from catching it. If a staff member or an enrolled child has a reportable disease, the local health department and the Bureau of Licensing will be called by the next working day. A child or a staff member with a reportable disease will be sent home and may not participate in the Alphabets Preschool program until a Doctor's note is provided, stating that the child/staff member is no longer contagious and can be re-admitted into the school program. This applies to the following reportable diseases commonly seen in children:

German Measles	Whooping Cough	Salmonella	Shigella
Homophiles Influenza	Giardia Lamblia	Meningococcus	Mumps
Measles	Hepatitis A	Tuberculosis	

Parents of children enrolled will be notified in each incident of a reportable disease at Alphabets.

What is a communicable disease?

A communicable disease is an illness that can be caught from other people. All of the reportable diseases listed above are communicable. Other communicable diseases commonly seen in children are:

Chicken Pox	Meningococcal	Lice	Impetigo
Diarrheal Diseases	Pinworm	Strep Throat	Scabies
Hepatitis A	Ringworm	Coxsackie	Conjunctivitis

These diseases listed above do not have to be reported to the Department of Health, but staff members and/or children with untreated cases of those diseases will not be admitted to Alphabets until they provide a Doctor's note stating that he/she is no longer contagious. The Doctor must include the date of re-admittance for the child/adult on the note.

If it is suspected that your child may have one of the communicable diseases listed above, you will be notified to pick up your child immediately. It will be necessary for you to provide documentation from a Doctor that he/she is no longer contagious and the Doctor must provide the date that the child/adult may return to school.

If your child may have been exposed to one of these communicable diseases, you will be notified through a letter, which will also inform you of symptoms to watch for and precautions to take to control the outbreak of the specific disease.

INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, 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 reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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 requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL'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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 OOL 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 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 or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on 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 <https://www.cpsc.gov/Recalls>. 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 any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.



Positive Guidance Policy

Children enter Alphabets Preschool Center with a vast array of experiences and expectations. Staff cannot assume children know what is expected in the classroom. This positive guidance policy will serve as an outline of expected behaviors from adults to encourage and enhance appropriate interactions between:

- child-to-child
- child-to-environment
- child-to-adult
- adult-to-child.

The goals of positive guidance are:

- children will learn to self-regulate behaviors
- children will learn how to solve problems
- children will learn tolerance
- children will be respected and valued as individuals.

Methods to achieve these goals include:

1. Staff must act as role models. Children learn from watching and listening. Staff must convey positive messages both verbally and non-verbally. Inter-personal relations need to show respect for the individual. There is no place for ridicule, humiliation, or sarcasm in positive guidance or our classrooms.
2. Staff must provide clear, consistent expectations. Children learn to trust those around them when they know what to expect. A predictable daily routine allows children to anticipate what will happen next and to make positive choices.
3. Staff must have a working knowledge of child development. Providing activities with age appropriate expectations will increase a child's confidence in himself/herself and encourage a child to participate in the activity. Alternate activities will be made available for children who do not wish to participate in the group activity when appropriate.
4. The classroom environment must be arranged in a way as to encourage interaction but also allow for a child to be alone. Young children should not be expected to participate in group activities the entire day. When overwhelmed, children need to be secure in making the decision to remove himself/herself from the group. An "alone space" is provided in each classroom.



5. Staff will use positive discipline, NOT punishment, to teach a child expected behaviors. Punishment teaches fear, positive discipline teaches self-esteem.
 - Set clear, fair limits
 - Provide individual attention to help child deal with situation
 - Consistently enforce rules for all children
 - Use a loving, non-punitive approach
 - Ignore inappropriate behaviors
 - Redirect to new activity to change the focus of child's behavior
 - Provide alternate activities and alternate ways for child to release feelings
 - Model problem solving behaviors and positive communication
 - Remove child from the situation and assist in the selection of a new activity
 - Criticize the behavior, NOT the child.

It is not unusual for aggressive situations to occur when young children are actively exploring the environment together. As young children develop language, social and interpersonal skills, they may express themselves by hitting, grabbing or being possessive of objects or persons. It is our goal to teach the children more appropriate ways to interact and the social skills necessary to be a productive member of a group.

This addendum to the Positive Guidance Policy serves to address the steps that will be taken in the event of an aggressive incident. Please note that behaviors causing serious injury to another child or adult will not be tolerated and may be cause for suspension or dismissal.

To encourage an environment conducive to learning and to ensure the safety of all children, staff will:

1. Immediately address inappropriate behaviors in the classroom by implementing the "Positive Guidance Policy";
2. Log all behaviors and submit to the Director for review on the day of the occurrence;
3. Meet with the Director to plan intervention strategies which will include;
 - Conference with child's family to discuss observed behaviors at on-set of situation. As parents are their child's first teacher, it is imperative to partner with them to plan a course of action to address the problem and set goals for intervention;



- Assess the physical and social environment of the classroom. Determine if the room arrangement is impacting on behaviors and assure that expectations of the child's behavior are age appropriate;
- Make referral for consultation from Alphabets Preschool Center, Inc., family worker;
- Evaluation by Family Support Team;
- Request services from other resources available, including but not limited to, Asbury Park Board of Education, New Jersey Child Care Project, Division of Child Protection and Permanency, etc.

As all children develop along a continuum and abilities can vary within age levels, each incident will be addressed on an individualized basis.



Expulsion Policy **for Alphabets Preschool Center**

Unfortunately, sometimes there are 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 terminate or suspend a child from this center:

Immediate Causes for Expulsion:

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

Circumstance for Expulsion:

A child may be expelled from Alphabets if he/she does not meet the eligibility requirements mandated by the Asbury Park School District.

A child may be expelled if his/her behavior is dangerous to him/herself, the other children in the group, or the adult staff involved in his/her care on a day-to-day basis.

A child may be expelled if the behaviors of the adults who interact with children/staff at the center pose a threat to the physical or mental well being of those persons.

A child may be expelled if it is deemed that the needs of the child cannot adequately be met by our staff, our curriculum, or our environment after all reasonable accommodations have been made.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments for wrap around fees
- Failure to complete and return required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff



- Excessive unexcused absences
- Lack of communication between parent and school
- No working telephone contact number for parent available or a working emergency contact number

Child's Actions for Expulsion

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

Proactive Actions That May Be Taken In Order to Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment and supervision and check appropriateness of activities
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief "break" will be given so child can regain control.
- Child may lose certain privileges.
- 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 the disruptive behaviors that might lead to expulsion.
- The Director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- The recommendation of evaluation by the PIRT Team on premises
- Recommendation of evaluation by Asbury Park School District Child Study Team.



Method of Expulsion

If proactive actions have not worked, the following expulsion steps will take place. Notification to parents of concerns that could lead to expulsion will be made in a timely manner. (2 weeks maximum)

The process of notification will follow these steps:

1. Staff member alerts Director of any concern through a FOW referral form or a Behavior Incident Log to review and define the issue (Written).
2. Initial notification of the concern by the child's teacher and/or Director to the parent verbally or in writing.
3. A request for parent teacher conference will follow.
4. Invitation to the teacher's master teacher to find additional solutions for the issues/concerns.
5. Written recommendation to bring the issue/concern to the Family Support Team provided by Asbury Park School District.
6. Consultation with the Supervisor of the Early Childhood of the Asbury Park School District for further guidance. (Written)

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.
- The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's or staff's welfare or safety).
- Failure of the parent/child to satisfy the terms of the plan may result in permanent expulsion from the center.



Time Limits

A two week limit will be provided whenever possible. This two week period enables parents to take the necessary corrective actions to allow the child to remain at our center, or to make alternate child care arrangements if needed. This two week period cannot be offered in any situation where the actions of a child or an adult are potentially dangerous to the children and/or staff of Alphabets Preschool Center.

Limit of Expulsion

A CHILD WILL NOT BE EXPELLED

1. If a child's parent(s):
 - Made a complaint to the office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
 - Reported abuse or neglect occurring at the center: 1-877-652-2873.
 - Questioned the center regarding policies and procedures

2. Without giving the parent an adequate amount of time to make other child care arrangements unless a safety issue is involved.

Notification of Policy

Every parent will receive a copy of this expulsion policy at the time of his/her child's enrollment at Alphabets Preschool Center.

Alphabets Preschool Center will maintain on file a record of each parent's signature attesting to the receipt of this policy.

If Alphabets Preschool Center determines to expel a child, the center will maintain on file a record of the circumstances, parental notification and corrective action taken.



Assessment Information and the Early Intervention Team

All three year old students and new four year old students enrolling in our program are screened using an Early Childhood assessment tool called the *Early Screening Inventory*, or ESI for short. The ESI is a developmental screening instrument that provides a quick overview of a child's development in three major areas: Visual-Motor/Adaptive, Language and Cognition, and Gross Motor.

A Parent Questionnaire is completed at the time of Registration/Orientation. The teacher will complete the screening after the child gets comfortable enough to be able to sit with the teacher for a short period of time.

A parent may request to be present at the time of the screening. However, this may be distracting to the child and affect the screening results.

The teacher will score the screening. The scores are used to pinpoint any areas of possible developmental concern. With the help of the Asbury Park School District Early Intervention Team, the teacher will use the scores to individualize instruction for the child. The Early Intervention Team provides learning strategies for the teacher to use with the children in any areas where the teacher or parent has a concern.

- A score of **OK** generally indicates the child is on target developmentally.
- A score of **rescreen** may indicate the child is not ready for a test situation, or may not be on target in some areas. The screening is re-administered after 6 weeks.
- A score of **refer** may indicate a delay in development. We collaborate with the Early Intervention Team to interpret the scores and to develop strategies to individualize instruction for children as needed.

The parents are always a part of this process. We request a meeting with family members to go over any scores of **rescreen or refer**, and together we plan a course of action and instruction for your child.



Communicating Information

The desk staff must be informed of all information concerning your child including schedule changes, health information, and concerns you may have regarding your child. Please always share information directly with the desk staff which will then be shared with the appropriate staff who may need to have this information.

We ask that only parents and guardians relate information to our desk staff. Please refrain from having grandparents, friends, aunts, uncles, etc. relay information pertaining to your child unless it is an emergency.

**Please give the information to the DESK STAFF FIRST.
Please do not give information to the teaching staff. The Desk staff includes the Director, Office Manager and Family Outreach Workers.**

Special Requests

Special requests, including requests for written information, may take up to one week to process. Special requests involving changes in schedules or transportation may also take up to one week to process.

Procedures for Solving Problems

All of your issues and concerns are important at Alphabets Preschool Center. To facilitate solving problems we ask that you bring them to our attention as soon as they occur. Waiting usually adds to the size of the problem. We want you to be comfortable with our program and with the care we give your child. Please ask all questions as soon as they come up. Answering them is part of our job!

Please bring any issues or concerns to the Office Manager. She will forward your concern to the appropriate staff member. The Director is also available to you at all times by phone if needed. Do not hesitate to ask to be connected with the Director if you need her.

*“Alone we can do so little; together we can do so much.”
- Helen Keller-*