

**KIDDEE KORNER
CHILD CARE CENTER**

PARENT HANDBOOK

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WELCOME TO KIDDEEE KORNER!

This Parent handbook contains information regarding the philosophy and organization of our Center and information regarding our preschool/daycare program. It will serve as a quick reference to the daily operating policies and procedures. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the center. It will answer many of the questions that you have about Kiddee Korner. Not all policies and procedures can be listed here. We will be happy to answer any questions you may have.

CONTACT INFORMATION

Locations	8-10 Clifton Pl, Jersey City, NJ 07305	304 Martin Luther King Drive, Jersey City, NJ 07305
Contact Numbers	(201) 435-1899 (201) 516-8500	(201) 332-1423 (201) 433-1981
Fax	201-435-1977	201-432-6995
Hours of Operation	7:30am – 5:30pm	

MISSION STATEMENT

Kiddee Korner Child Care Center is committed to the challenge of providing high quality education through active instructional strategies in an environment that is safe, warm, engaging and conducive to learning.

OUR PHILOSOPHY

Kiddee Korner recognizes that children learn at different stages and no one method or approach works for all children. At Kiddee Korner, our teachers and staff are familiar with a wide variety of teaching approaches, materials and strategies to enrich children's educational development.

Why Kiddee Korner?

We offer:

- ◇ Free 3 years old Abbott Program
- ◇ Daycare Services for Infants and Toddlers
- ◇ Quality Care
- ◇ Safe and nurturing environment
- ◇ Aftercare services
- ◇ Daily Nutritious meals
- ◇ Indoor/Outdoor playground facilities
- ◇ A well-established curriculum (HighScope preschool Curriculum)

- ◇ Highly qualified Staff
 - New Jersey State Certified Preschool Teachers
 - Certified teacher assistants
 - Certified Family Worker
 - Jersey City Board of Education Master Teacher
 - Evaluations and recommendations from a registered nurse from Jersey City Board of Education
 - Social Services

DAILY ROUTINE, ACTIVITIES, AND PROGRAMS

We facilitate a well-established schedule for which the children are aware of and participate in planning. Throughout the year we have monthly themes, holiday festivities, birthday celebrations and quarterly trips.

We encourage parent involvement by having an “**open door**” policy. That is, we welcome parents and guardians to come in at any time and observe or share their child’s day. We invite parents to various activities and programs throughout the year and give acknowledgements to them at the end of the program.

Kiddee Korner is devoted to providing appropriate practices to meet the diverse needs of the children. We know the children feel safe when they are in an atmosphere where they can express their feelings and frustrations to adults who are interested and care. At Kiddee Korner we care and we are most of all interested in the educational growth of your child and all children.

**Department of Children and Families
Office of Licensing**

INFORMATION TO PARENTS

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

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary

Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

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

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

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

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ENROLLMENT

The following must be completed and submitted to Kiddee Korner Administration in order to enroll your child into the program:

- Kiddee Korner Enrollment Form
- Birth Certificate
- Medical History Report Form
- Immunization Card
- Signed Parent Handbook
- Universal Child Health Record
- Early Childhood Health Questionnaire (For Abbott/Preschool children Only)

*All the above documents must be received before your child can begin attending the program.

TUITION AGREEMENT

- All monthly co-payments are due on the 1st day of service.
- All weekly payments are due on Monday of the week of service.
- All bi-weekly payments are due on Monday the beginning of the two weeks of service.
- Any payments made late will result in a \$20.00 late fee. **NO EXCEPTIONS!**
- If payment is not received your child will not be admitted into school.

Due to the increase in cost of operating our day care center, tuition must be paid in full for each week your child is enrolled regardless if your child is out sick.

If your child is being hospitalized, you are not required to pay the tuition for that period. However, for this to apply you will need to provide us with proof that your child was in the hospital.

***Kiddee Korner does not charge a registration fee. For this reason, if your child starts in the middle of the week, you are required to pay the full weekly amount**

WEEKLY TUITION RATES

Age of Child	Tuition Per Week
6 weeks through 2years	\$160.60
2 1/2 years & up	\$132.40

- **We offer Summer Programs at the same tuition fee rates per age group.**

BEFORE AND AFTER SCHOOL CARE TUITION RATES:

- \$20 per day (\$10 in the morning – 7:30 to 8:30am, \$10 in the afternoon – 2:45pm to 5:30pm)

FORM OF PAYMENT

- Kiddee Korner accepts cash, checks and/or money order only.

Check policy. If the bank returns a check, the Center will charge a processing fee of \$15.00. If the bank returns checks more than twice, we reserve the right to require cash or money orders for future payments.

Late payment. If fees are not paid when due, a late fee of \$20 will be applied.

Withdrawing your child from our center

- A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.

DISENROLLMENT

***Note:** The director at Kiddee Korner reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations and/or physical.

HOURS OF OPERATION

1. Kiddee Korner is open Monday through Friday from 7:30am to 5:30pm.
2. The center will be opened all year round except for the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King's Birthday
Friday after Thanksgiving	President's Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
The day after Christmas	July 4 th
Snow Days	

* Any additional day off, Refer to **Kiddee Korner Calendar**

3. If you do not bring your child to the center because you are off from work or any other reason, please call any of the numbers below before 9:00am and inform the teacher:

- a. Kiddee Korner I (on Martin Luther King Drive) at (201) 332-1423
- b. Kiddee Korner II (on 8-10 Clifton Pl.) at (201) 435- 1899 or (201) 516-8500

* It is essential for us to know in the morning how many children will be present for breakfast and lunch. Breakfast is served only between 8:30am and 9:00am.

EMERGENCY CLOSINGS

In the event of inclement weather Kiddee Korner follows the same emergency closing as the Jersey City Public Schools.

- The Center will close when the Jersey City Public Schools close for weather. All closings, delayed opening and early dismissal will be announced on the Jersey City Public Schools website at www.jcboe.org.
- When the Jersey City Public Schools announce a delayed opening due to weather, Kiddee Korner will open at **9:a.m.** (for Private – Infants & Toddlers) and **10:00am** (for the Abbott Preschool Program).
- When the Jersey City Public Schools announce a delayed opening, but then change to closing, all Kiddee Korner Child Care programs will be closed.
- If the Jersey City Public Schools close early after initial opening at the regular time, all Kiddee Korner Child Care programs will also close early. In either event, parents will be contacted at their emergency number.

POLICY CONCERNING THE RELEASE OF CHILDREN

The policy on the release of children to parents or persons authorized by parents at Kiddee Korner is as follows:

1. A child should be picked up by 5:30 p.m.
2. A parent must call to inform the center if someone else is picking up the child.
3. The following procedures will be in effect in case of a late pick up:
 - A. The parent will pay \$1 per minute after 5:30pm.
 - B. Chronic lateness (3times) will result in the suspension of the child from the center.
 - C. Staff member shall call the Division 24 hour child abuse Hotline for assistance if the center is unable to make arrangements for returning the child to his/her parents.
4. If a person authorized by the Parent or a parent appears to be physically and or emotionally impaired to the extent that, in the judgment of the Director of staff member, the child would be placed at risk of harm if released to such individual, the staff member or director shall attempt to contact the child's other parent or an alternative person authorized by the parent.

Emergency contacts

Emergency contacts listed on your emergency card WILL be contacted in the event that you are unable to be reached. Please adhere to the following policies:

1. Each Child must have 3 people listed as emergency contacts
2. Your contacts should know that they have been recorded on the card and are responsible for your child in the event that they need to pick up your child at any time throughout the day
3. You must have at least one land line.

Note: Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Kiddee Korner reserves the right to deny a person's request to pick-up a child.

ARRIVALS AND DEPARTURES

Rules and Regulations

1. Parents are responsible for signing their child in and out of the center every day.
2. Your child must be at the center no later than 9:00 a.m. (Abbott) and 9:30 a.m. (Private). After 9:30 a.m. the center doors will be closed.
3. Breakfast is served until 9:00 a.m. after this time no breakfast will be served.
4. Your child must have a change of clothes properly labeled in their cubby at all times or child will not be admitted.
5. Every Monday your child must have a clean sheet and every Friday that sheet must be taken home to be washed.
6. No toys from home are allowed in the center, unless it is for show and tell.
7. No outside food is permitted in the center. If you decide to provide your child with a snack let it be a nutritious snack. No candy, chips or other kind of junk food will be permitted in the center. At this center we have children allergic to some food and children do tend to share. Let's try to prevent accidents; children's safety comes first at our center.

Drop-off

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Pick-up

Our concerns for the children's safety, both physical and emotional, ask that once the child has been released to your care at day's end, your child not be permitted to run in the hallways, roam unattended or enter the kitchen.

Parents who spend a little time in their child's classroom at day's end need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child.

Parent's visiting in classes at day's end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it's time to leave.

Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the classroom. *Do not allow your child to touch the exit door handles or open the doors.* We work very hard at teaching the children not to touch the exit doors.

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time, or past closing (5:30 p.m.), will be **charged \$1 per minute**. All late fees must be paid in cash directly to the staff member upon late pick-up.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without physician's note stating that the child presents no risk to himself/herself or others:

<u>Respiratory Illness</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Giardia Lambli* [*]	Impetigo
German Measles	Hepatitis A* [*]	Lice
Hemophilus Influenzae* [*]	Salmonella* [*]	Scabies
Measles* [*]	Shigella* [*]	
Meningococcus* [*]		
Mumps* [*]		
Strep Throat		
Tuberculosis* [*]		
Whooping Cough* [*]		

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

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

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

ADMINISTERING MEDICINE AND HEALTH CARE PROCEDURE

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

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

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

All prescription medication for a child shall be:

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

Kiddee Korner does not administer non-prescription or over-the counter medication. If a parent/guardian decides to administer non-prescriptive or over the counter medication, he/she will have to come over to the center and administer the medicine himself/herself.

Kiddee Korner shall maintain on file a record of the following: The child's name and parental authorization for the center to administer medication or health care procedures.

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

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, Kiddee Korner shall obtain from the child's parent a written statement from a health care provider indicating:

- The name of the child
- The name of the medication or procedure
- The condition or indications for administration of the medication or procedure
- The instructions for administration of the medication or procedure
- The name and telephone number of the health care provider

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

Kiddee Korner shall inform the child's parent immediately if a child exhibits any adverse effect of a medication or health care procedure.

Prescriptive medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff.

Immunizations and physicals

The New Jersey Department of Health (NJDOH) requires by law that all children who attend child care programs in NJ to be fully vaccinated. Immunization Waiver and Medical Contraindication forms are available at our office for those who wish to file an exemption to this law. A Health Appraisal form is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

***Important:** It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child(ren). Updates must be reported to the center director in writing.

Flu Vaccines

It is New Jersey Law that all children enrolled in a Childcare or Pre-K program **must** have a yearly flu vaccine, to be given between September 1st and December 31st. However our center requires that all the children must have the flu vaccines in by every November 15th.

Illness

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill or displays an unknown rash, your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates.

Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. *See **Medicine** below.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.

***If your child is too ill to play outside with his or her class, then your child is too ill to attend the center.**

Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol.
- In the case of chicken pox, when all the lesions are scabbed over.

- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.

***If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Assistant Director.**

Injury

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a *Minor Incident Report* would be completed by the closest adult and signed by the Center Director. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or an accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian and family physician will be called immediately.

KIDDEE KORNER CHILD CARE DISCIPLINE AND GUIDANCE POLICY

At Kiddee Korner child care center the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our center:

- **Environment** – A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- **Logical Rules** – Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum** – Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior** – We reinforce the behaviors we wish to see repeated.
- **Redirection** – Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder** – Telling the children what we want them to do rather than using "no" or "don't."

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children!

A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring.

The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical wellbeing of another child or an adult.

1. **Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.
2. **Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.
3. **Disenrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director. The center director can disenroll any child for physically harming another child, or teacher, repeatedly without going through the consultation process.

***NOTE:** Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

PHILOSOPHY

Kiddee Korner Day Care Centers believes that the methods used for guiding and disciplining young children should be positive and consistent with their developmental needs and applied with full knowledge and understanding of the parents.

Young children develop a positive self-image and acquire self-control from supportive and individualized relationships with adults as well as daily interactions with other children.

It is therefore the responsibility of staff and volunteers working with enrolled children to incorporate our philosophies and goals into the program by setting clear expectations, giving reminders and choices, being reasonable and flexible, using positive reinforcement and redirecting inappropriate behaviors. These methods will enable children to understand themselves and to develop self-control.

Kiddee Korner does not advocate the use of hitting, physical punishment abusive language, ridicule, or harsh humiliating treatment, or any other kind of child abuse, neglect or exploitations; associating disciplining with the behavior of children in regarding to rest, toilet training or food: isolating children without supervision; associating discipline with the withholding of emotional responses or stimulation and/or requiring children to remain silent.

DISCIPLINE

The methods of guidance and discipline used shall be positive, consistent with the development needs of the children and applied with the full knowledge and understanding of the parents(s).

Posted on prominent locations in our day care centers is the Policy on the disciplining of children (methods of guidance and discipline used) by staff members.

EXPULSION OF CHILDREN FROM ENROLLMENT AT THE CENTER

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 CAUSE FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parents will be advised verbally and in writing about the child's 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.
- The parent/guardian will be informed about 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 and 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 child's parent(s):

- 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.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, **appropriate of activities**, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff **will praise** appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation of evaluation by local district child study team.

NUTRITION AND PHYSICAL ACTIVITY

In an effort to provide the best possible nutrition and physical activity environment for the children in our facility, we have adopted the following policies. The administration and staff appreciate support from parents in promoting the health of the children.

Nutrition Policies

Beverages

- ◇ Drinking water is available at all times, both indoors and outdoors.
- ◇ 100% juice is offered no more than three times a week.
- ◇ Only skim or 1% milk is served to children age 2 or older.
- ◇ Soda and other vending machines are not located on-site.

Menus and Variety

- ◇ Our facility uses a cycle menu of three weeks or longer that changes with the seasons. Entrees are repeated no more than two times throughout the cycle and repetition of other foods is minimal.
- ◇ Menus include foods from a variety of cultures.

Mealtime Environment

- ◇ Staff members allow children to decide how much to eat. Children are never forced to eat or try new foods.
- ◇ Staff members encourage children to try new or less favorite foods but never force them to try or eat something they do not like.
- ◇ Staff members never use food to reward good behavior.
- ◇ Staff members join children at the table for meals and snacks.
- ◇ Staff members consume the same food and drinks as children.
- ◇ Staff members do not consume other food or drinks in front of the children.
- ◇ Meals are served family style.
- ◇ We display pictures or posters that support healthy eating.

Foods from Outside the Facility

- ◇ Our facility has guidelines for foods or nonfood items brought into the facility and served for holidays and celebrations.
- ◇ Holidays are celebrated with mostly healthy foods and nonfood treats.
- ◇ Fundraising activities consist of selling nonfood items only.

Nutrition Education

- ◇ Staff members receive training on nutrition (other than food safety and food program guidelines) at least twice per year.
- ◇ Nutrition education opportunities are offered to parents at least twice a year.

Physical Activity Policies

Active Play and Inactive Time

- ◇ Active playtime is not withheld when children misbehave. Additional active playtime is offered for good behavior.
- ◇ Inactive time (not including nap time or eating) when children are seated for more than 30 minutes at a time is limited to one time a week or less.
- ◇ Television or videos are rarely or never shown in our facility.

Play Environment

- ◇ Children have at least 120 minutes of active playtime each day.
- ◇ Children participate in structured physical activities (teacher-led) two or more times a day.
- ◇ Children participate in outdoor active play two or more times a day.

Supporting Physical Activity

- ◇ Children have at least 120 minutes of active playtime each day.
- ◇ Staff members encourage children to be active and join children in active play.
- ◇ We display pictures or posters that promote physical activity.
- ◇ Staff members receive training on physical activity (not including playground safety) twice per year or more.

MEALS

Child and Adult Care Food Program (CACFP)

Kiddee Korner participates in the (CCAFC) Child Care and Adult Food Program. The Center serves breakfast / lunch and 2 nutritious snacks daily. Nutritious meals and snacks are provided at no additional cost to the families. Menus are prepared and posted on the parent bulletin board (copies available upon request). Menus are kept on file for review by the Childcare Food Program Specialist. It is the policy of Kiddee Korner Child Care Center not to serve hot dogs, popcorn, whole grapes, raw peas, pretzels, spoonfuls of peanut butter, or chunks of raw carrots or meats larger than can be swallowed whole. Food will be cut into pieces no larger than ¼” for infants and ½” for toddlers & 2”s according to each child’s swallowing and chewing capability. Meals and snacks are served at regularly established times as noted on classroom schedules.

Food Allergies

Please notify the child care programs of any food allergies or dietary restrictions in writing.

OUTDOOR POLICY

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer with calm winds. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child's name. Your assistance is greatly appreciated.**

CLOTHING

Clothing

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Jewelry

Please be advised that (**Non-Abbott children only**) are not permitted to wear hairstyles that consist of beads to school. Also, please be advised that no child is permitted to wear jewelry (which includes bracelets, bangles, rings, hoop earrings, and necklaces) to school. The only exceptions to this rule will be posted studded type earrings that are secured by an earring back and very small hoop earrings. This advisory has come forth to ensure the safety of the children and staff members. Kiddee Korner Daycare will not be responsible for any missing jewelry or injuries.

Diapers & Potty Training

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-especially in a hurry! While potty training, parents are to provide lots of thick training underwear, socks, and outer clothing. We prefer "pull-ups" over diapers at Kiddee Korner. They seem to only delay the toilet training process plus require extra time to change.

Field Trips

Field trips and nature walks are an important part of Kiddee Korner's educational program, and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Families will be notified **at least one month or two weeks** before a planned field trip. A **Permission Slip** must be signed and returned – including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events).

Nature walks: The children walk in the neighborhood daily (when the weather permits) around Kiddee Korner Day Care Center. The walking route includes no safety hazards and does not involve entrance into any facility other than the following: Supermarket, Post Office, Fire Station, Library, McDonalds

***Your permission for your child to participate in walking excursions is part of this agreement.**

NAP POLICY

Children in our Preschool and Toddlers Program take naps daily approximately from 12:30 PM to 2 PM. We provide a cot for each child. Parents need to supply a set of sheets and a small blanket. Sheets and blankets are to be laundered weekly. Please remember to take the sheets and blanket home every Friday to be washed and brought back on Monday.

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

BREASTFEEDING POLICY

Kiddee Korner Day Care Center is committed to providing a breastfeeding friendly environment for our enrolled children and staff. Our Center subscribes to the following policy:

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies.

The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk.

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

Breastfeeding promotion information will be displayed.

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

POLICY ON TELEVISION VIEWING

Kiddee Korner provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Our center follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at Kiddee Korner under age two will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer.

For children age two and older who are in care four or more hours each day, television screen time is limited to 60 minutes per week and no more than 30 minutes at a time. Computer use is limited to 15

minute increments per child, except for school-age children who are completing homework, school work, or supervised enrichment activities.

For children age two and older who are in care less than four hours per day, television screen time is limited 30 minutes per week. Computer use is limited to 15 minute increments per child, except for school-age children who are completing homework, school work, or supervised enrichment activities.

COMMUNICATION WITH PARENTS/GUARDIAN

Proper communication between our parents and the teachers and staff of Kiddee Korner is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive **daily reports**. You are welcome to call to arrange a meeting with your child's teacher – even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the center director. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports.

Remember to communicate in writing any changes in your child's schedule. **We must be informed, in writing, regarding any changes in the person picking up your child.** You may add or delete names of authorized adults allowed to pick-up your child on the *Child Information Record*.

Our office must be informed of any of the following changes:

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- Other pertinent information related to your child.

COMMUNICATING WITH FAMILIES

In addition to **conferences and assessments**, there are many ways to keep you knowledgeable about what is happening in your child's classroom.

WAYS OF COMMUNICATING WITH FAMILIES

- Daily or weekly bulletins
 - Newsletters
 - Telephone calls
 - E-mails
 - Daily sheets
 - Notices
 - Journals
- Articles of interest, community resources, and relevant websites

Negotiating differences

When a parent has a concern about some aspect of our childcare program we will take every step to help resolve the issue as promptly as possible, keeping the safety and wellbeing of the children and staff as a

priority. Kiddee Korner Day Care Center is always open to suggestions and feedback to improve the way we serve you and your family.

FAMILY INVOLVEMENT

Families are welcome to participate in the class activities and school events.

Ways for the families to be involved:

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum

CHANGES IN POLICIES

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owners. *This Kiddee Korner Parent Handbook revised: April 2015.*

POLICY AGREEMENT

Please carefully read, sign, and return the following form to the center director:

I have read the Kiddee Korner Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments.

Tuition _____ Weekly _____ Semi-Monthly _____ Monthly _____

Registration Fee _____ Approved Start Date _____

Weekly Schedule _____

Parent/Guardian Signature: _____ Date: _____

Thank you for selecting Kiddee Korner as your child care provider.

Workshops for parents:

Early literacy, Adult/family literacy, Positive parent-child interactions, Cultural awareness, Developmental issues, And/or other topics that address the identified needs and interests of enrolled parents/families

A parent/family group is established to engage enrolled families and support their participation in the education of their children and includes activities to promote multicultural learning.

Education workshops are held at least two (2) times per year on topics such as: early literacy, adult/family literacy, positive parent-child interactions, cultural awareness, developmental issues, and/or other topics that address the identified needs and interests of enrolled parents/families.

[Group meets at least 2 time sper year]

Policy contains information on how absenteeism is addressed.

 A parent/family group is established to engage enrolled families and support their participation in the education of their children, provide input and advise on the program's policies, procedures and practices.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) That parents play an integral role in assisting their child's learning;

(B) That parents are encouraged to be actively involved in their child's education at school;

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

We strive to create a sense of community amongst ourselves as well as with the families we serve.

Meeting the families whose children attend child care with your child can be a wonderful way for families to make friends

Read stories

Share a hobby, skills or interests

Lead an activity such as cooking, music, playing an instrument, etc

Help prepare materials for a special project

Help with a field trip

Help supervise an activity that needs extra adult supervision

Children are very interested in learning about the work that grown-ups do.

It is good for your child and the children in our child care program to have parents involved in making our program the best it can be. It is also important for us to do fun and important things that will be impossible without your help. parents

Parents can help improve outdoor space

As part of our home school connection, we will implement various activities throughout the year that you can enjoy and participate with your child.

FOODS FROM OUTSIDE CHILD CARE

BACKGROUND: Child care centers play a vital role in providing safe, nutritious food in a pleasant learning environment. Eating nutritious foods and learning good mealtime behaviors are important due to the rapid growth and the major developmental changes children undergo. Mealtime can also be an opportunity for learning and developing social and motor skills and for introducing new foods. Skills such as hand washing, table manners and carrying on a conversation can be developed and reinforced at mealtime.

SNACKS AND MEALS: Kiddee Korner will provide a snack/meal to children present at scheduled snack/meal times only. This facility's menus are regulated by the New Jersey Child and Adult Care Food Program (CACFP) and meet the United States Department of Agriculture (USDA) guidelines. The snack/meal menus are posted at the center with copies available upon request. All children will be served the same items during snack/meal time. We ask that children at least try new food items. We cannot accommodate food preferences but do recognize your need to restrict certain foods in your child's diet for medical reasons. If your child has allergies to particular foods or is on a special diet, our facility must have signed documentation from a doctor or medical authority stating your child's special dietary needs and the foods that may be substituted to meet those needs.

FOOD FROM OUTSIDE CHILD CARE: Kiddee Korner is committed to providing safe, healthy and nutritious food to children in our care. We respectfully request that no foods be brought from home or elsewhere into the facility. Your child's diet, while in our care, is specifically planned to follow the New Jersey CACFP menu requirements and meet the USDA guidelines for a child's recommended needs. Children arriving with food from an outside source will be asked to dispose of the food items.

RATIONALE: Food-borne illness may occur when food has not been properly handled or maintained at appropriate temperatures. Although many of these illnesses are limited to vomiting and diarrhea, they can be life threatening, especially for young children. Restricting food brought into the facility reduces the risk of food-borne illness from unknown procedures used in home preparation and transport. The facility has an obligation to ensure that the food shared with other children complies with the food safety and nutrition guidelines for meals and snacks.

Foods of low nutritional value, such as sweets, candy and potato chips brought from home, can lead to problems in the child care setting. For example:

- Social problems between children may occur when some children receive —treats foods in their lunch, while others do not.
- Children can become confused about which foods are nutritious.
- Children often have small appetites. When they fill up on less nutritious foods, they may not have room for the foods necessary to meet their nutritional needs.

Approved by:

Director of Kiddee Korner

Date