

**Connecticut Farms Church  
Nursery School  
Parent Handbook  
2019-2020**

## Welcome to Connecticut Farms Church Nursery School

The Connecticut Farms Church Nursery School aims to make the first “Giant Step” away from home a happy and secure one. Under the guidance of trained and loving teachers, your child is given an opportunity for regular association with children of his or her age. We are very proud of the program and we hope you will be too.

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### Our Mission

The goal of Connecticut Farms Church Nursey School is to make the first “Giant Step” away from home a happy, healthy, secure, and nurturing environment. We believe that children are eager to learn and they learn best through exploration and appropriate hands-on learning experiences. We offer a wide variety of activities that allow children to grow and develop physically, socially, emotionally, cognitively, academically, and creatively.

### All About Us

The school staff and facilities are licensed by the State of New Jersey and meet all state requirements.

Our teachers are certified and teacher’s aides attend 20 to 12 hours of staff training through workshops, teachers’ meetings and courses. All staff members are certified in CPR and First Aid.

The Nursery School year begins in September, the Monday after Labor Day, and ends on or about June 14<sup>th</sup>. We generally follow the Union Township Public School system’s calendar for days closed. In the case of inclement weather or other unforeseen circumstances, there may be occasions when we will defer to our best judgement pertaining to each situation.

### Educational Program Hours

All classes subject to adequate enrollment

#### **Pre-K: child must be 4 by Nov 10<sup>th</sup>**

___ 5 mornings per week-Monday thru Friday	9:00 a.m. to 11:30 a.m.
___ 5 afternoons per week-Monday thru Friday	12:00 p.m. to 2:30 p.m.
___ 5 full days per week-Monday thru Friday*	9:00 a.m. to 2:30 p.m.

#### **Three-year olds: child must be 3 by Dec. 31<sup>st</sup>**

Must be fully potty trained

___ 3 mornings per week-Mon.-Wed.-Fri.	9:00 a.m. to 11:30 a.m.
___ 3 afternoons per week-Mon.-Wed.-Fri.	12:00 p.m. to 2:30 p.m.
___ 3 full days per week-Mon.-Wed.-Fri.*	9:00 a.m. to 2:30 p.m.

#### **Three-year olds: child must be 3 by Dec. 31<sup>st</sup>**

Must be fully potty trained

___ 2 mornings per week-Tues. and Thurs.	9:00 a.m. to 11:30 a.m.
___ 2 afternoons per week-Tues. and Thurs.	12:00 p.m. to 2:30 p.m.
___ 2 full days per week-Tues. and Thurs.*	9:00 a.m. to 2:30 p.m.

\* Full day options are available only if the a.m. AND p.m. sessions are open.

For more than one session taken, or for a sibling, there is a 10 % discount on each subsequent class.

## Fees

Registration Fee	\$60.00	Non-Refundable
Late Tuition Payment	\$25.00	
(For each week tuition is late)		
Late Pick-up	\$20.00	
(For each 30 minutes late)		
Lunch with Friends	\$8.00/day	

### Before and After Care Program

Beginning in September 2015 we will be offering Before Care options as outlined below.

#### Before Care

Hours: 8:00 a.m. to 9:00 a.m.

5 mornings per week                      \$150/mo.

3 mornings per week                      \$90/mo.

2 days per week                            \$ 60/mo.

#### After Care

Hours: 2:30pm to 3:30pm

Pricing is the same as above

If you choose both programs, we offer a 10% discount

\*Bring a healthy breakfast option for your child to eat during the Before Care program.

\*Payment is due on the first of each month.

\*Program subject to adequate enrollment.

### Lunch Period/Rest Time

The **Lunch Bunch Program** is for students who stay all day. The lunch period is from 11:30am to 12:10pm. You must provide a healthy, nut free lunch, we provide a drink or you may send in water in a thermos. (No juice boxes) We offer pizza for lunch every Friday and there is a \$2.00 charge.

We offer a **Lunch with Friends**, which will extend your child's day until 12:30pm. It is offered 5 days a week for a cost of \$8.00 per day.

**Full Time Students:** It is mandated by the State of New Jersey that children who are in school for more than four consecutive hours must have a 30minute rest period. We will provide a mat for your child but you must provide a crib sheet and a light blanket. They will go home every Friday to be washed. Please return them on Monday or the next day your child attends school.

## Potty Training Policy

CHILDREN WITH DIAPERS OR PULL UPS WILL NOT BE ENROLLED.

Nursery School aged children 2 ½ to 3 years of age must be potty trained, and MUST be able to use the bathroom with little or no assistance. No diapers or pull ups are allowed.

Pre-K aged children must be fully potty trained. No diapers or pull-ups are allowed.

## New Jersey State Policies and Procedures

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 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 view a copy of the Manual of Requirements on the DCF website at <http://www.njgov/dcf/providers/licensing/laws/CCCmanual.pdf> . 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 or you can view them online at [https://data.nj.gov/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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 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 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 1 (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/def](http://www.state.nj.us/def).

### **INFORMATION TO PARENTS**

In keeping with the Manual of Requirements for Child Care Centers (N.J.A.C. 10: 122), our licensed child care center must provide to parents of enrolled children the **INFORMATION TO PARENTS** statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). The information highlights, among other things: your right to visit and observe our school at any time without having to secure prior permission; the school's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline, toll Free at 1-877-NJ ABUSE.

The school is required to secure parent's signature attesting to his/her receipt of the information. Please read the information carefully and, if you have any questions, feel free to contact the school at 908-964-8544. Please complete the information requested below and return the bottom portion of this page to Connecticut Farms Church Nursery School.

## Important Allergy Alert

We have several students enrolled with severe nut and peanut allergies; we are therefore a **NUT FREE** school. We will only serve or accept Nut Free snacks for birthdays, holidays, parties, snacks, etc. Any items labeled as containing “traces of nuts” or “manufactured in a plant that shares nut equipment” will NOT be permitted. Please speak to your child’s teacher before providing a snack for the class.

## Illness Policy

At school we are teaching the children to sneeze and cough into their elbow to keep from spreading germs, as well as how to use and discard a tissue. Please go over these lessons at home too.

Please make sure your child washes his/her hands thoroughly before and after school to cut down on the spread of germs.

Our illness policy is noted as follows. Your child must be fever, diarrhea and vomiting free for 24 hours before returning to school.

## Medication Administration Policy

1. Medication will only be given when ordered by a child’s health care provider and with written consent of the child’s parent/legal guardian.
2. “As needed” medications may be given only when the child’s health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
3. Medications given in the Center will be administered by the Center Director, who will have been informed of the child’s health needs relating to the medication and who has had training in the safe administration of medication.
4. No Over-The-Counter (OTC) medications will be given. The only exception is for children with an allergy.
5. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child’s response to medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
6. Prescribed antibiotics, or any medication requiring refrigeration, will be stored in the director’s office.

### Parent's Social Media Policy

We all love taking pictures of our children. Here is CFCNS's social media policy concerning social media and photographing. It is our policy that pictures maybe taken during birthday party celebrations, field trips, Christmas, and Graduation/moving up ceremonies, but we forget we are taking other children's pictures at the same time.

Taking pictures or videos is allowed, but you **cannot post** any pictures on social media that have other children in it. Posting other children's pictures on social media is a privacy issue and we must respect other family's privacy preferences and there are laws that we must abide by.

### Media & Technology Policy

CFCNS has chosen not to have computers or tablets in our classrooms. We believe children learn best through a balance of play and exploration using appropriate hands-on learning experiences. We allow the children to partake in activities that contribute to the physical, social, emotional, and cognitive development of children.

The children will occasionally view a video that pertains to a curriculum related activity. Such as: In the spring "The Very Hungry Caterpillar" or "Trashy the Garbage Truck" for transportation. The children view approximately three video's a year and they are always used to enhance a curriculum activity.

## Snack Policy and Approved Snack List

The CFCNS serves a midday snack. You will find listed below some of the snacks your child will be receiving. We also serve water with the snack on a daily basis and your child will be offered a fruit product at every snack time.

Here is our list of approved snacks if you would like to send a snack in for the class. When choosing a peanut and nut free snack for your child's class, it is important to always check the label on the package to make sure it is free of peanuts and nuts of all kinds. Manufacturers may have changed their equipment or product line. Thank you for taking the time to read the labels. Your diligence is keeping an allergic child safe at school. **Sign-ups are outside your child's classrooms.**

### Fruits

Applesauce (squeeze kind)  
Apple slices  
Bananas  
CranRaisins  
Grapes (cut in half)  
Cheese sticks  
Mandarin orange cups  
Raisins  
Strawberries  
Tangerines (seedless)  
Yogurt –Danimals, Go-yurt, & Trix

### Snacks

Annie's Organics: Bunny Cheddar Crackers, Bunny Grahams, Bunny Traditional Snack Mix  
Barnum's Animal Crackers  
Cheese Nips  
Cheez its  
Kraft Handi-Snacks – (breadsticks and cheese)  
Nabisco crackers- Ritz, Vanilla Wafers, Graham crackers (cinnamon or honey)  
Pepperidge goldfish & pretzels  
Pretzels (Utz, Backman, Herr's, and Rold Gold)  
Pirate Booty  
Scooby Doo Graham Crackers  
Shop Rite Graham Crackers  
Shop Rite Scrunchy Animal Crackers  
Smart Puffs  
Teddy Grahams (All types)  
Tortilla Chips: Herr's, Tostitos, & Wise  
Town House Classic Crackers

## School Rules

Children enrolled in our school using toys, games, puzzles, blocks, arts and crafts items, etc. as well as learning academic skills, physical skills and more. Please help us by reinforcing the following school rules so each day will run smoothly, safely and productively.

- Please do not allow your child to bring toys from home except for Show and Tell or if your child has a security object, he/she needs to feel comfortable the first few days of school.
- All toys, etc. are stored in baskets or a special place. We encourage children to play with one thing or one basket at a time and then return it before taking another. After playtime, all children will help “clean up” and return things to their places.
- There is no climbing on chairs or tables.
- Children will have opportunities to run during gym, but there is no running in class or the entrance halls. We encourage children to use “walking feet” while inside.
- Please double or triple tie shoes each day so children do not trip on untied laces.
- All children should use “inside” voices during playtime, to communicate with teachers and classmates and in the entrance halls before and after school. Please set an example by doing the same. At dismissal, it is easier for the children to hear us call their names if parents are quiet in the hallways.
  
- Each child should respect the teacher’s authority, display good conduct and respect the rights and feelings of others.
- Children need to know how to wipe their noses and bottoms and wash and dry their hands. Please dress your child in comfortable clothes that are easy to manage for toileting and hand washing. Please do not dress your child in overalls, jeans or shirts with buttoned cuffs.
- Children should not come to school sick. Allow at least 24 hours after a fever or bout of vomiting or diarrhea before returning to school. Call the school to let us know when your child will be absent.
- Please do not allow your child to walk on the wall outside the playground. This is very dangerous because of a long drop off on the backside of the playground.
- If you need to speak with a teacher, please do so upon arrival rather than at dismissal.
- Please be prompt in picking up your child at 11:30 a.m. – teachers have less than half an hour for lunch – or at 2:30 p.m. – some teachers may need to leave to pick up their own children from school.
- Please read all newsletters and notices carefully and mark your calendars at home with important school dates. Check the bulletin boards in the classrooms or hallways often for birthday and snack instructions, and upcoming events, etc.

## Disciplinary Procedures

- We use positive reinforcement and praise to encourage children to follow social, safety and group rules.
- A child is never disciplined for failing to eat or soiling him or herself.
- We disallow hitting, shaking, corporal punishment, abusive language, frightening treatment, withholding food or emotional responses, or making children stay silent for lengthy periods of time.
- A child may be separated from the group and his attention redirected if he is not following class rules. The child will be seated near a teacher or teacher assistant and supervised at all times. The teacher will, at this time, discuss with the child the reason for his or her separation from the group so the child understands the disciplinary action taken. The child will then be allowed to return to the group.
- Any child not behaving properly (hitting, kicking, biting, screaming) or who is a threat to himself or another child or staff member shall be asked to leave the group activity and sit in a chair for a few minutes of quiet time. Any problem that continues shall be handled between the teacher and the parent or guardian, or the director and the parent or guardian.
- In the event that the behavior stated above continues, the parent/guardian shall be called to come pick up their child from the school, and the child will not be able to return to school for the remainder of the day.

## Expulsion Policy

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 reasons to terminate or suspend a child from this center may include:

### IMMEDIATE CAUSES FOR EXPULSION

- The child is at of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions towards 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 payment
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff

## CHILD'S ACTIONS FOR EXPULSION

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

## PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness 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 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(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

## SCHEDULE OF EXPULSION

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

## A CHILD WILL NOT BE EXPELLED:

If a 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.
- Have not been given an adequate amount of time to make other child care arrangements.

### Parking Policy and Procedures

(The parking lot is the property of the Connecticut Farms Presbyterian Church)

For everyone's safety and the safety of vehicles parked in the parking lot, please follow these rules:

1. Park only in designated spots. Do not park in the Handicapped, Pastor's, Secretary's or Director's spots.
2. Open car doors very carefully
3. Do not remain standing between cars or allow your child to play near cars.
4. Do not walk pets near the school.
5. Drive slowly when entering and exiting the lot.
6. Hold your child's hand when walking to and from school and in the parking lot. Do not allow children to leave your side; play on the fire escape; climb or walk on the retaining walls or ramp to the cemetery; run loose in the parking lot or on any part of church grounds. It only takes a moment for your child to leave your side and run into the path of a moving vehicle.
7. Be aware of cars in front of and behind you when going up and down the driveway, especially with rainy, snowy or icy conditions. You can park on the street or in the elementary school lot when our driveway is snow covered.
8. DO NOT stop your car at the top of the driveway to drop off or pick up your child.
9. You or an authorized ADULT must always drop off or pick up your child.
10. Preschool hours are 9:00 a.m. to 11:30 a.m. and 12:00 p.m. to 2:30 p.m. Please drop off and pick up your child on time. There is a \$20.00 charge for every 30 minutes late applied to anyone who arrives after the 11:35 a.m. or 2:35 p.m. This charge will be added to your child's next tuition payment. If you are late, please ring the bell. The

Pre-K entrance is at the front (Stuyvesant Ave.) and the MWF and TT class entrance is at the back (parking lot).

11. If you see any unauthorized persons attempting to enter the building, please see the director or a teacher immediately.
12. Please add the Nursery School phone number to your cell phone (908-964-8544) and keep your cell phone on during school hours in case of an emergency. If you have a change in ANY phone number, please let us know immediately.

### Emergency Plans

#### LOCKDOWN Procedure:

Two Lockdown Drills will be performed annually  
(If authorities inform us that we cannot leave the building)  
ALL doors and windows will be locked  
No one will leave or enter the school.

WHEN authorities have contacted us and cleared the school, we will call all families for dismissal of the children.

#### EVACUATION Procedure:

(If we cannot re-enter the building)  
EMERGENCY LOCATION:

892 Stuyvesant Avenue Union  
(Reverend's residence) or

953 W. Chestnut Street Union  
(Liberty Church)

All families will be contacted as to location. We will dismiss children only to parents or persons authorized by parents.

### Failure to Pick up and Late Pickup

Procedures to be followed in the event that the parents or other persons authorized by the parents fail to pick up or is late in picking up a child at the time of school's daily closing.

1. The child is supervised at all times by 2 or more school staff employees.
2. School staff will make every effort to contact parent(s) and other authorized person(s).
3. Parents will incur a late fee as indicated in our fee schedule as follows:  
**(NOTE: CFCNS will apply a Late Pick Up fee of \$20 per every 30 minutes late picking up. The fee takes effect as soon as the doors automatically lock at 11:35 a.m. and 2:35 p.m.)**
4. One hour after school closing, and providing the school staff is unable to make other arrangements, staff members shall call the Division of Youth and Family Services 24-hour hotline (800) 792-8610) to seek assistance in caring for the child.

### Policy on Parental Involvement

The State of New Jersey has asked that each center write their policy on parental involvement. Connecticut Farms Church Nursery School's is as follows:

1. The Nursery School has a governing board that consists of church members and three parents that have children in the school program. When parents are needed a notice is posted and those that are interested are asked to see the Director.
2. Parents are always allowed to visit. No appointments are necessary; parents may drop by at any time to observe their child.
3. There is a September Orientation Meeting for parents before school starts to meet the staff and go over the basic rules and regulations of the school.
4. There are certain field trips taken with the children where parents are needed to assist in walking to and from our destination.
5. There are programs held throughout the school year when parents are invited to attend to see what the children are learning.
6. Birthdays are observed and parents are invited to celebrate with their child and his/her classmates.
7. There are teacher-parent conferences held in the Fall and Spring to report on each child's progress in school.

### Policy of Release

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

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

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

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

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) Authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

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

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

### **EXCLUDABLE COMMUNICABLE DISEASES**

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

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

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

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

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

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

# Quick Reference



## Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service  
Disease Reporting Requirements and  
Regulations can be viewed at:  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

### CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

**July 2013**  
[www.nj.gov/health/cd](http://www.nj.gov/health/cd)

### REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic-uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

**HIV/AIDS**  
**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- AIDS
- HIV infection
- Child exposed to HIV perinatally

**Sexually Transmitted Diseases**  
**609-826-4869**  
**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)  
**609-826-4878**  
**Written report within 24 hours**

**Occupational and Environmental Diseases, Injuries, and Poisonings**  
**609-826-4920**  
**Report within 30 days after diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

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