



Parent Handbook

363 Broadway

Paterson, NJ 07501

(973)278-5200

(973)278-5055 FAX

www.PDC100.org

Paterson Public Schools - Early Childhood Education

(973)321-0450

Handbook and Policy Revisions: Paterson Day Care 100 reserves the right to revise, delete or supplement any provisions of this handbook when Administration deems such changes appropriate. Policy changes will be posted in the front office for 30 days or mailed if appropriate.

REVISED 01/18/2017

TABLE OF CONTENT

WELCOME	PAGE 5
LETTER FORM THE DIRECTOR	PAGE 6
INTRODUCTION	PAGE 7
LEGAL AUTHORITY	PAGE 7
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	PAGE 7
MISSION	PAGE 7
PHILOSOPHY	PAGE 8
GOALS FOR CHILDREN	PAGE 8
OBJECTIVES	PAGE 8
TEACHER-CHILD INTERACTIONS	PAGE 9
MULTICULTURAL ENVIROMENT	PAGE 9
PARENT ORIENTATION	PAGE10
ADMISSION POLICY	PAGE 10
HOURS OF CARE	PAGE 10
HOLIDAYS AND SCHOOL CLOSING	PAGE 10
EMERGENCY CLOSINGS	PAGE 11
ATTENDANCE POLICY	PAGE 11
ARRIVAL PROCEDURE POLICY	PAGE 11
A.M. LATENESS POLICY	PAGE 12
P.M. LATENESS POLICY	PAGE 12
PARKING LOT	PAGE 12
REPORTING CHILD ABUSE AND NEGLECT	PAGE 12
INFORMATION TO PARENTS	PAGE 13-15
STAFF REQUIREMENTS	PAGE 15
CENTER ADMINISTRATION	PAGE 15
DISCIPLINE	PAGE 15
PHYSICAL/VERBAL PUNISHMENT	PAGE 16
PROGRAM REQUIREMENTS	PAGE 16-18
ACTIVITIES	PAGE 16
WELCOMING ALL CHILDREN	PAGE 17
CHILD ASSESSMENT	PAGE 17
CHILD ASSESSMENT PROCEDURE	PAGE 17
ESI P/K	PAGE 17
ELAS	PAGE 18
TCCDC	PAGE 18
IPT	PAGE 18
CATSS	PAGE 18
TEACHING TEAMS	PAGE 19
STAFF / CHILD RATIOS	PAGE 19
ANNUAL RE-ENROLLMENT	PAGE 19
UPDATING OF EMERGENCY INFORMATION	PAGE 19

<i>POLICY ON RELEASE OF CHILDREN</i>	<i>PAGE 19</i>
<i>RELEASE OF CHILDREN</i>	<i>PAGE 20</i>
<i>CHILD AND FAMILY OUTCOMES</i>	<i>PAGE 20</i>
<i>PARENT INVOLVEMENT</i>	<i>PAGE 21</i>
<i>PARENT PROGRAM / COMMUNICATION</i>	<i>PAGE 21</i>
<i>CLASSROOM COMMUNICATION</i>	<i>PAGE 21</i>
<i>PARENT / TEACHER CONFERENCES</i>	<i>PAGE 22</i>
<i>PARENT ADVISORY GROUP</i>	<i>PAGE 22</i>
<i>PARENT NEWSLETTER</i>	<i>PAGE 22</i>
<i>PARENT EDUCATIONAL RESOURCES</i>	<i>PAGE 22</i>
<i>GRIEVANCE PROCEDURES</i>	<i>PAGE 23</i>
<i>DIFFERENCE OF OPINIONS</i>	<i>PAGE 24</i>
<i>CONFIDENTIALITY STATEMENT FOR PARENTS/GUARDIANS</i>	<i>PAGE 24</i>
<i>PATERSON DAY CARE 100 CONFIDENTIALITY STATEMENT EMPLOYEES</i>	<i>PAGE 25</i>
<i>PARENT CODE OF CONDUCT POLICY</i>	<i>PAGE 26</i>
<i>SWEARING / CURING</i>	<i>PAGE 26-27</i>
<i>DAILY SCHEDULE</i>	<i>PAGE 28-30</i>
<i>TRANSITIONS</i>	<i>PAGE 31</i>
<i>REST & SLEEP</i>	<i>PAGE 31</i>
<i>INDOOR/OUTDOOR PLAY POLICY</i>	<i>PAGE 31</i>
<i>PLAYGROUND SCHEDULE</i>	<i>PAGE 32</i>
<i>TRICYCLE CHILD SAFETY</i>	<i>PAGE 33</i>
<i>WATER PLAY PROCEDURE</i>	<i>PAGE 33</i>
<i>WATER & SAND TABLE PLAY</i>	<i>PAGE 34</i>
<i>BASIC FIRST AID & KIT</i>	<i>PAGE 34</i>
<i>EMERGENCY PROCEDURES</i>	<i>PAGE 34</i>
<i>REPORTING ILLNESS, INJURY, & REPORTABLE DISEASES</i>	<i>PAGE 35</i>
<i>TABLE OF EXCLUDABLE COMMUNICABLE DISEASE</i>	<i>PAGE 35</i>
<i>HEALTH REQUIREMENTS ILLNESS/COMMUNICABLE DISEASES</i>	<i>PAGE 36</i>
<i>CARE OF A SICK CHILDREN</i>	<i>PAGE 36</i>
<i>ILLNESS LOG</i>	<i>PAGE 37</i>
<i>HIV</i>	<i>PAGE 37</i>
<i>HEALTH AND IMMUNIZATION REQUIREMENTS</i>	<i>PAGE 37</i>
<i>ADMINISTRATION OF MEDICATION</i>	<i>PAGE 37</i>
<i>POLICY ON TOYS AND FOOD FROM THE OUTSIDE</i>	<i>PAGE 38</i>
<i>FOOD & NUTRITION</i>	<i>PAGE 38</i>
<i>PEANUT FREE ENVIRONMENT</i>	<i>PAGE 38</i>
<i>BIRTHDAY PARTIES</i>	<i>PAGE 38</i>
<i>SANITATION OF ENVIRONMENT</i>	<i>PAGE 39</i>
<i>POLICY ON PEST CONTROL</i>	<i>PAGE 39-40</i>
<i>PERSONAL HYGIENE</i>	<i>PAGE 40</i>
<i>CHANGE OF CLOTHES POLICY</i>	<i>PAGE 41</i>
<i>ORAL HEALTH</i>	<i>PAGE 41</i>
<i>HAND WASHING</i>	<i>PAGE 41-43</i>

<i>FIELD TRIP</i>	<i>PAGE 43</i>
<i>TRANSPORTATION REQUIREMENTS</i>	<i>PAGE 44</i>
<i>TRANSPORTATION SAFETY</i>	<i>PAGE 44</i>
<i>FIRE DRILL</i>	<i>PAGE 44</i>
<i>EMERGENCY AND EVACUATION PROCEDURES</i>	<i>PAGE 45</i>
<i>INTRUDER / LOCKDOWN PROCEDURE</i>	<i>PAGE 45-46</i>
<i>TORNADO</i>	<i>PAGE 46</i>
<i>EARTHQUAKE</i>	<i>PAGE 46</i>
<i>BLIZZARD</i>	<i>PAGE 46</i>
<i>POWER FAILURE</i>	<i>PAGE 46</i>
<i>MISSING PERSON</i>	<i>PAGE 47</i>
<i>POLICY ON RENOVATION OF CLASSROOM/BLDG</i>	<i>PAGE 47</i>
<i>PHYSICAL FACILITY REQUIREMENTS</i>	<i>PAGE 47-60SCHOOL</i>
<i>INITIATED WITHDRAWAL POLICY/PARENT SIGNATURE</i>	<i>PAGE 61</i>



Welcome



PATERSON DAY CARE 100, Inc.

PATERSON DAY CARE 100, Inc. WAS INCORPORATED IN 1971, AS A 501 (C) (3) PRIVATE NOT FOR PROFIT CORPORATION.

WE ARE A CHILD DEVELOPMENT PROGRAM CONCERNED WITH THE INTENTIONAL DEVELOPMENT FOR SOCIAL, COGNITIVE, EMOTIONAL, PHYSICAL, INTELLECTUAL, AND ACADEMIC GROWTH OF EACH CHILD PARTICIPATING IN THE PROGRAM. WE ARE ALSO A FAMILY CENTERED PROGRAM, DIRECTING OUR SERVICES TOWARDS STRENGTHENING FAMILIES; THROUGH FAMILIES AS A UNIT EFFORTS ARE MADE TO ENHANCE THE PARENT-CHILD RELATIONSHIP, BY INVOLVING THE PARENTS IN MAKING DECISIONS CONCERNING THE NATURE AND OPERATION OF OUR FACILITIES.

Visitation of school available after completion of application for non-enrolled students upon request.

THIS PROGRAM IS FREE FOR PATERSON RESIDENCE

AGENCY AGE QUALIFICATION:

2.5 - 5YRS OF AGE MUST TURN 3YRS OF AGE

BY OCTOBER 31 OF CURRENT YEAR

MUST BE A PATERSON RESIDENT

INSTRUCTIONAL MATERIAL:

CREATIVE CURRICULUM

ASSESSMENT TOOLS:

ESI-P, ESI-K, IPT, CATSS, WIDA

OPERATIONAL HOURS:

MONDAY- FRIDAY 7:30AM - 5:30PM

P-3 CERTIFICATION REQUIRED

FOR TEACHERS

VOUCHERS ACCEPTED

Dear Parents/Guardians,

We are pleased that you have chosen to enroll your child at Paterson Day Care 100.

We are committed to providing a strong developmental program within a warm and supportive environment enabling children to grow to their best potential. We appreciate your trust and look forward in getting to know both you and your child. We encourage your comments and suggestions, and we have an "open door" policy.

We invite you to read this handbook carefully so that you can become familiar with the rules, policies, missions, attendance guidelines, curriculum information and other valuable resources of our center.

We hope this manual will be resourceful to you and your family. Please keep in mind that everyone at Paterson Day Care 100 is here to provide you with quality childcare services. If at any time questions or concerns arise; please feel free to contact the Center Director.

Thank you for trusting and giving us the opportunity to educate your most precious possession, your child.

Sincerely,

Suzanne Powell

Executive Director

Introduction

This manual of policies and requirements contain policies that govern Paterson Day Care 100 which is licensed by the office of licensing also known as:

Bureau of licensing P.O. Box 707 Trenton, NJ 08625-0707

This center is located at 363-369 Broadway, Paterson, NJ 07501. We are a smoke free facility. Smoking is prohibited within 100 feet from the buildings. For the purposes of this section, "smoking" means the burning of lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco.

Legal Authority

This manual is promulgated to the Child Care Center Licensing Law for the State of New Jersey.

All licensing certificate information may be found on the information bulletin board located by the front desk.

Equal Employment Opportunity Statement

Paterson Day Care 100, Inc. is an Equal Opportunity Employer, dedicated to a policy of non-discrimination in employment on any basis including age, color, religion, gender, national origin, age, marital or veteran status, the presence of handicap, or any other legally protected status.

Mission

To form a partnership between the myriad of childcare, preschool and social service facilities that are available throughout the community and the school sector.

Philosophy

The philosophy of this agency is to ASSIST children develop personal characteristic, skills and talents which enable them to lead as happy and effective lives as possible: Through providing specific experiences which promotes learning and healthy adjustments, such as: appropriate physical activities; language learning experiences; problem solving experiences; creative activities; and opportunities to develop self-reliance. Providing them with these opportunities will promote development of the “whole child”: Social/emotional development, Physical development, Cognitive development, Language development. In order to create optimal language environments for English Language Learners, center directors are required to have bilingual staff available for dialogue and interaction with children. The Natural Approach is used. Activities are to reflect an environment whereby communication in both the native language and English flows freely.

Goals for Children

- 1 Children are personally and socially competent.*
- 2 Children are effective learners.*
- 3 Children show physical and motor competence.*
- 4 Children are safe and healthy.*

Objectives

Paterson Day Care 100 provides: a quality early childhood education for your child by New Jersey State Certified Teachers. We develop Social/Emotional Development, Physical Development, Cognitive Development, and Language Development incorporating the above four domains.

Teacher-Child Interactions

The role of all Teachers is to know how to combine planned activities with emergent interests of a child. Utilizing play-based experiences initiated and directed by the individual child, teacher child interactions are rich. This spontaneity extends beyond curriculum-based theories. Our philosophy incorporates a shared collaboration of ideas, support and mentoring through interactive teachers and children in a community environment.

Multicultural Environment

The Paterson Day Care 100 is an institution that welcomes and encourages diversity in its population and programs. We welcome all families regardless of race, religion, cultural heritage, political beliefs, sexual orientation, marital status or differing ability.

We believe that our appreciation of diversity is immersed in anti-bias curriculum in daily planning, issues addressed, tolerance, class meetings, and involving families to share their cultures.

Dolls, books, posters and food also provide the children with a multicultural, anti-bias perspective but it is the daily discussions, activities and experiences that make a program diverse.

We incorporate multicultural materials when appropriate within the curriculum so it fits in naturally with what we are doing rather than standing out as "different."

Cultural, ethnic, ability, gender and age diversity are addressed directly as issues come up and as curriculum is planned. The natural and timely inclusion of multicultural materials and activities provide children with a meaningful and realistic experience that cannot be achieved by having token props accessible in certain areas.

We feel that providing a multicultural and diverse environment is best met by enrolling children from many different countries, different ethnic backgrounds, different socio-economic levels, a variety of ages, and children with special needs.

Parent Orientation

All parents are required to attend Parent Orientation. During this period parents are trained on the handbook, physical plant, staff introduction, NJ Law Against Discrimination and Manual of Requirements (Chapter 122). It is imperative at that time that you become acquainted with your Early Childhood Education Program. During these meetings Spanish, Bengali, Arabic and Yoruba translation will be provided.

Admission Policy

All children must be 3years of age by October 31 of the current school year, be a Paterson Resident, complete all necessary forms, submit all proper documentation, and attend a parent orientation. Eligible children are served without regard to sex, race, religion, ethnicity, or physical handicap. The program does not include any religious instruction or celebration of any festivities.

Hours of Care

*This center operates during normal working hours of Monday - Friday 7:30am - 5:30pm except holidays, inclement weather or emergencies. Ours months of operation are September - June. Summer enrichment program is also provided during the months of July & August. The hours are from 7:30am - 5:30 pm Monday - Friday. During the months of **September - June children need to be in the center no later than 8:15a.m. with a 15 minutes grace period. Doors will close at 8:30a.m.** In order for the children to experience the full program, we prefer to only release children early if we have prior notice and it is an emergency.*

Holidays and School Closing

The Center recognizes the same holidays as Paterson Public Schools a copy of this schedule of our closing days, early dismissals, & training days is attached at the end of this handbook.

Emergency Closings

Paterson Day Care 100 follows the closing routines established by the Paterson Public Schools

Citywide: Listen to the Paterson School Closing Signal/Siren

Radio Stations: WOR 710 AM, 1010 WINS, WADO 1280AM

TV Stations: Channel 12(New Jersey 12), Paterson channel 76, Channel 2,4,5,7

Internet: www.paterson-k12.nj.us

Telephone: 973-321-1001

Attendance Policy

*Parent must call and inform the center if their child will be absent by 8:00 a.m. A child who is absent from school due to illness for three (3) consecutive days, must present a valid doctor's note. Failure to present a valid doctor's note may result in the child not being admitted to the center and being dropped from the program. Paterson Day Care 100, Inc. reserves the right to verify any medical declarations and/or Doctor's note. **Falsification of medical documentation is illegal and therefore grounds for termination.***

If your child is absent for two (2) consecutive weeks (10 days) without proper documentation, your child will be discharge from school.

Arrival Procedures Policy

Upon arrival at Paterson Day Care 100, the parents or the adult dropping the child off must sign the child into his or her preschool class on the sign-in sheet located inside each classroom or at the front sign in desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom and greet the teachers and friends. Children are required by law to be supervised at all times while in the preschool/child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Paterson Day Care 100 discourages parents from sneaking out of the center during transition from home to school. Some children exhibit separation anxiety when it is time for their parent to leave. Paterson Day Care 100 believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through this anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. If

your child is upset when you leave, feel free to call us later and we will let you know how he or she is doing.

A.M. Lateness Policy

The latest your child may arrive is 8:30a.m. However, if your child has an appointment and notifies the center prior to the appointment and will arrive before 11:00am with proper documentation, will be permitted on site. Please call the Center as soon as possible if you are going to be late. The telephone number is: 973-278-5200. If you foresee that you will have difficulty adhering to this policy, please contact a family worker as soon as possible. These rules will be strictly enforced to promote the on-going operation of the child care center. We look forward to your cooperation.

P.M. Lateness Policy

Lateness at the end of the day puts undue stress on the child and undue hardship on the staff and will not be tolerated. Constant tardiness may result in suspension and/or termination.

Parking Lot

We ask the parents/Guardians to cooperate with security located in the parking lot; Parent and Guardians cannot leave their car running or leave children unattended in their cars for any reason. Children under four years of age and those who weigh less than 40 pounds must be restrained in a car seat. Leaving your keys in your car is at your own risk. Vehicles must not sit idling in the parking lot unless to regulate temperature of the interior or engine of vehicle. During evening meetings, the lot has flood lights to protect constituents as they arrive and depart the premises Also; a security employee is on premises to ensure safety of those exiting the grounds.

Reporting Child Abuse and Neglect

*All personnel working in a licensed childcare facility must report **suspected** child abuse or neglect to the Department of Children and Families (DCF) at 1-877-652-2873. There is a criminal penalty for violation of this reporting law. Reports may be made anonymously. Currently the Director or any staff shall verbally notify the Division Office of Child Abuse Control whenever there is reasonable cause to believe that a child has been subject to child abuse and or neglect and tells another staff person, is equally charged with the act of not reporting pursuant to Child Abuse and Neglect Law. The Director shall notify the parent of the incurrence of any unusual incidence(s) that occurred at the Center and that might indicate possible abuse or neglect. The Center*

shall follow the Division's recommendation for corrective action. The staff member may be suspended, removed, reassigned or terminated.

Information to Parents

10:122-3.6

Information to Parents

(a) The center shall give to the parent(s) of every enrolled child and to every staff member written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:

- 1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;*
- 2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;*
- 3. Post its license in a prominent location within the center;*
- 4. Retain a current copy of the manual and make it available for parents' review;*
- 5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;*
- 6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;*
- 7. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use;*
- 8. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children;*
- 9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;*
- 10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;*
- 11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;*
- 12. Afford parents of enrolled children the opportunity to visit the center at any*

time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;

13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;

14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;

15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;

16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Division;

17. Inform parents of the center's policy on the release of children;

18. Inform parents of the center's policy on administering medication and health care procedures;

19. Provide parents with a copy of the center's policy on management of communicable diseases;

20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment; and

21. Inform parents that the 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.), and indicate that 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 or (800) 514-0383 (TTY).

(b) The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.

2. The center shall maintain on file a copy of the Information to Parents document.

Staff Requirements

The center's director, every staff member, and volunteers shall be of good character, reputation, being in sufficient physical, mental, and emotional health. They must possess skills, attributes, characteristics conducive to and suitable for effectively interacting with children. All staff receive orientation on the NAEYC'S Code of Ethical Conduct, their assigned class, discipline, classroom management, daily activities/routine of the program and ongoing discussions of ethical issues. For access to more trainings that increase their cultural competence and reduce implicit/explicit bias and trainings in general the deepen understanding/ability to implement the program's curriculum may be retrieved at GrowNJKids.com, NJCCIS.org and TeachingStrageties.com. All staff shall meet and maintain on file all documents required by the Bureau N.J.A.C.

Agency's Requirements to Staff

To abide by the rues/regulations of the Paterson Public School's contract: a safe and clean working environment for all employees, 185 days, 10 months employment

September-June, Monday-Friday 8:10 am 3:00pm salary based on the District contract for 12 months but paid in 10 months semi-monthly for all employees, fringe/health benefits, 13 paid time off days for 10 months employees, 15 days for 12 months employees and vacation time off with pay based on time of employment.

Center Administration

Administration Responsibilities

The center is legally responsible to and held accountable by the Office of Licensing for overall operation of the center and for ensuring the center's compliance with all applicable provision of the Manual of Requirements Chapter 122. The center will secure comprehensive liability insurance and maintain documentation of current insurance coverage.

PATERSON DAY CARE 100, INC. CHILD DEVELOPMENT CENTER

Physical/Verbal Punishment of Your Child or Other Children at Paterson Day Care 100:

While Paterson Day Care 100 does not necessarily support nor condone corporal punishment of children by parents, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child, doing so may cause undue embarrassment or emotional distress to your child. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective discipline procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher, supervising teacher, family worker and/or center director.

Furthermore, it is very inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher, supervising teacher, family worker and/or center directors will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the center directors are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss information about your child with another parent or adult visiting the center that is not affiliated with any state, city, and/or federal agency.

Suspension, Expulsion and Exclusionary Measures

This agency tries to enforce a no exclusion policy. However, exclusionary measures may occur only after all interventions have been exhausted and there is an agreement that exclusion is in the best interest of the child. When exclusionary measures must be

taken, the Agency will assist the family in accessing services and alternative placement. We also acknowledge and comply with federal and civil rights laws. The circumstances under which exclusion may happen is in the event of violate physical behavior to other students, self and staff.

Program Requirements

Activities

The center will develop and provide a variety of children's planned activities geared to age and developmental levels of the children served. These activities will be developed and provided through the use of the Creative Curriculum for preschool and align key concepts to the New Jersey Early Childhood Education Program Expectations of Standard of Quality, the Paterson Early Childhood Curriculum and Grow NJ Kids /NAEYC accreditation standards.

Welcoming All Children

According to federal law, we are pleased to welcome families rearing children with special needs to our program. The law requires preschool programs to include children with special needs. Accordingly, a few of our children may be identified by specialists with special needs such as: speech, hearing and behavioral. Please be assured that staff will receive all information and technical assistance necessary to support the development of all children participating. Our program is ideal for addressing special needs, as research indicates that when delays are remedied in early childhood there is often less need for special education in elementary or secondary school. If you or parents of our children have any questions or concerns about individual children and their development, please discuss them with the program Director.

A Caring Community for Learning

Challenging behavior: *Any behavior that (1) interferes with the children's learning, development and success at play, (2) is harmful to the child, other children, or adults*

(3) puts a child at high risk for later social problems or school failure. They include physical aggression (hitting, biting, shoving, whacking, with toys, relational aggression, verbal bullying, tantrums, whining, testing limits refusal to follow directions or observe classroom rules. Examples of positive behavior strategies: removing materials or modifying the classroom environment that triggers challenging behaviors, or create a predictable daily schedule so children know what to do and when to do it.

Child Assessment Procedure

The Child Assessment Plan for the preschool program is comprised of goals that focus on individualized learning. Within the first ninety days of enrollment a child receives screening for development. Results are accessible to parents in the Parent's Conference. To ensure that the children in the Paterson Abbott District are receiving a quality education, the New Jersey Department of Education has mandated the following items for implementation:

Early Screen Inventory (ESI) P/K

A brief screening instrument intended to identify who may need further evaluation in order to determine if there is a possibility of a learning impaired conditions that might affect a child's overall potential for success in school. The screening is completed within the first ninety days of enrollment. (All 3's/new 4's)

The Creative Curriculum Developmental Continuum (TCCDC)

An ongoing authentic assessment system linked to the curriculum. Teachers observe and record information; collect work samples, on a daily basis for each child. The system is a standardized system for recording and reporting a child's progress to parent. This assessment is utilized four times a year in the fall (Nov.), winter (Jan.), spring (April), and summer (June). Parents' conferences are scheduled for those same months. (3's & 4's)

The Idea Proficiency Test (IPT)

Is administered to students that are identified by the Home Language Survey as having a language other than English or English deficiency. This test determines the student's English proficiency and is utilized to determine the best practices and services for our English language learners. This test is administered within the first ninety days of a

child's enrollment.

Preschool Intervention Referral Specialist (PIRS)

To assist classroom teachers in developing and designing instructional strategies to work with children exhibiting learning and/or behavior problems the Department of Early Childhood has developed the Preschool Intervention Specialist (PIRS).

The PIRS team includes the classroom teacher, family outreach social worker, family worker, teaching coach, parent and other specialists as determined by the presenting problem. PIRS is a collaborative process and is used before a child is referred to special education.

Teaching Teams

This is an emerging practice, which enables the teaching team to meet at least once a week to interpret and use assessment results to align curriculum and teaching practices to the interests and need of the children.

Staff / Child Ratios

The children shall be supervised by a staff member at all times. The following staff/child ratio shall be 1:8 at all times for 2.5 years up to 5.0 years of age. (Walks, Field Trips Age+1, Indoor/Outdoor)

Annual Re-enrollment

Currently enrolled children will have to be re-enrolled every school year, during the months of April - June.

Updating of Emergency Information

It is important that Paterson Day Care 100 maintains current and accurate records for each child so that parents can be contacted in case of an emergency. It is the parent's responsibility to make sure that we have contact numbers that are current and up to date on file. If there are any changes to this information, the office must be notified immediately so that we can update our records.

Policy on Release of Children

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

If a non-custodial parent/guardian has been denied access, or limited access, to the child by a court order, the center shall secure documentation to this effect and comply with terms of the court order. If the child is failed to be pick-up at the time of daily closing, the child will be supervised at all times by the staff. The staff members will attempt to contact the authorized parent(s) / guardian(s). An hour or more after closing time the staff member(s) shall call DCF'S 24/7 child abuse hotline to seek assistance in caring for the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be impaired to the extent that in the judgment of the director and or staff member the child would be placed at risk of harm if released; the child will not be released to the impaired individual, The center must attempt to make alternative arrangements as noted above, the center will thereafter contact DCF 1-877-652-2873 for further assistance.

Release of Children

If a person other than the designated parent/guardian will be picking up your child, the following must occur:

- The individual's name must be on the "permission to release" form*
- The parent must notify the child's teacher or the Center Manager as to who will be picking up the child.*
- The individual must be prepared to show a photo ID as verification.*
- A child shall only be released to persons sixteen years of age or older, except when parent or guardian's permission is on file. This written permission shall be signed and dated by the parent or guardian and family worker.*

The child's safety comes first. No exceptions will be made to this policy.

In the case of separation or divorce, legal evidence of the party holding custody must be on file at the Center.

- We ask that children are not picked up on any day unless there is an emergency before 3:00 pm. The earliest any child should be picked up is 2:30 pm with prior notice or if there is an emergency.*

Child and Family Outcomes

Family involvement is stressed highly and maintained through our unique multicultural sensitivity. Parents are actively requested to integrate their child guidance philosophy into programming and we use this information, for intellectual and socio-emotional developmental of the child. Paterson Day Care 100 integrates many opportunities for a variety of educational experiences based on parental involvement and the child's well-being.

Parent Involvement

Families are encouraged to participate in program activities and provide input on a regular basis.

We invite parents to discuss their participation with their child's teacher. The following are some suggested ways for parents to get involved:

- Volunteer*
- Attend Family Workers Monthly Workshops/Parent Teacher Conferences*
- Suggestion box or ideas*
- Donations*
- Help with field trips*
- Regular communication with teacher*

Parent(s) / Guardian(s) are welcome to drop in to Paterson Day Care 100 at any time during our hours of operation.

******IF PARENTS/GUARDIANS NEED A TRANSLATOR PLEASE COME TO THE FRONT OFFICE******

Parent Programs/ Communication

The center offers a variety of opportunities for you to become as familiar or involved as you choose.

Classroom Communication

Each classroom communicates information to their families in a variety of ways: Class Dojo and Google Classroom. Please check the parent information boards where upcoming events are posted such as weekly lesson plans, daily schedule, teacher hours, menus, field trips

permission slips, and other topics of interest. Please check the board on a regular basis. Parents can also check the front desk/door for additional information such as communicable diseases in the center, special family events, and daily sign-in sheets.

Parent/Teacher Conferences

Parent teacher conferences are held during the months of November, January, April, and June. During these conferences progress reports are shared with parents. Our parent teacher conferences give parents and teachers an opportunity to share specific hopes or concerns about a child. It is an ideal setting for parents to ask questions or share valuable information. Teachers are available to meet more frequently if the need arises.

Parent Advisory Group (PAG)

The Parent Advisory Group is a group of parents who meet periodically to give input into the operation of the Center. They plan and organize fund-raisers, assist in planning parent educational activities, teacher recognition and family events. The officers are: Chairperson, Secretary, and Alternative Member to work in any capacity. Elections are held the 2nd week of October annually.

Parent Newsletter

A monthly center newsletter is distributed to parents and includes information such as the center programs, childcare activities, special events, helpful hints, and community resources.

Parent Educational Resources

Resources for parents include a variety of articles and videos of interest to parents. In addition to articles, we provide many books on parenting, working with siblings, ages and stages of development, health and safety, activities to do at home with your child, and more. Schedule an appointment with the Resource Manager. Additional information is located in our parent area located in the centers Resource & Training Room.

Grievance Procedures

The center recognizes the rights of grievance patrons to express their grievances and to

seek a solution concerning the disagreements arising from our practices and policy and procedures or any other matter of grievance.

Grievance definition: any complaint or concern about any aspect of our agency.

Procedure:

- 1. Discussion with teacher or teacher supervisor in an attempt to resolve the matter, prior to initiation of a written grievance within 10 days of initial disagreement.*
- 2. If the grievance continues, contact the head supervising teacher(s) who will assess the matter to determine course of action.*
- 3. If satisfaction still has not occurred, the Executive Director must be informed in writing. The Director will respond to the written grievance not more than 30 working days after receipt of the grievance. The time period may be extended by the center director with the concurrence of the grievant to forty working days maximum.*
- 4. A statement that the decision of the Center Director is final on a specific grievance must be submitted in writing, if matter is satisfied by all parties concerned.*
- 5. If the grievant is still not satisfied, the Board of Trustees will discuss the case, an answer of their findings and a decision will be submitted to the grievant within 40 working days.*

Difference of opinions

Sometimes differing opinions or difficulties arise that could affect family relationships with the center. We encourage parents to discuss any such situations with your child's teacher first.

If parents feel the need to further discuss the matter, they are encouraged to speak with the Program Coordinator and/or Director of the Center.

Confidentiality Statement for Parents/Guardians

Please note that it is our responsibility to keep information that parents share with us regarding themselves or their children confidential. It is our intention to respect the privacy of the children and their parents, while ensuring that they both have accessibility to high quality early childhood and education in our setting. We aim to ensure that all parents can share their information in the confidence that it will only be used to enhance the welfare of their children.

Developmental records (these include observations of the children in the setting, samples of their work, summary developmental reports and records of achievement) are kept on the Pre-School site and can be accessed, and contributed to, by staff, the child and the child's parents. Personal Records

(Registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff) are any confidential matter involving the child, such as developmental concerns or child protection matters. These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge of the locked office. Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Paterson Day Care 100 Confidentiality Statement for Employees

Employees are authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee/volunteer/student/third-party administrator of PDC100, you are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to the public or to other individuals, including but not limited to PDC 100 employees who have not been authorized or who do not have a legitimate institutional or business need to know.

Any questions regarding release of such information to another person should be directed to your supervisor or their designee.

Paterson Day Care 100 defines unauthorized access to be:

- 1. Access to student, employee information not necessary to carry out your job responsibilities.*
- 2. Non-business or non-institutional access to the records of a student or employee. This includes your children as protected under our confidentiality parameter, spouse, parents and other relatives as well as friends and acquaintances.*
- 3. Release of student or employee information to unauthorized internal or external users.*
- 4. Release of additional or excessive student or employee information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.*

Information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate Agent official within the scope of applicable federal or state laws, including record retention schedules and corresponding Internal Governing Policies.

As an employee of Paterson Day Care 100, you must abide by the rules, regulations, policies and procedures of PDC 100 as well as federal and state laws applicable to your position at Day Care 100. PDC 100 may at any time revoke employee/volunteer/student/third-party access, other authorization or other access to confidential information. Additionally, failure to comply with any of the acts, rules, regulations, PDC 100 policies and corresponding procedures may result in disciplinary action, including termination of employment. Criminal or civil penalties may also be imposed, depending upon the nature and severity of the breach of confidentiality.

Violations of the Confidentiality Policy

Paterson Day Care 100 takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Paterson Day Care 100. Any parent who shares any information considered to be confidential, pressures employees or other parents for information that is not necessary for them to know, will be considered to be in violation of the

Confidentiality Policy and may cause discontinuance of service to your child.

Parent Code of Conduct Policy

*Paterson Day Care 100 requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Paterson Day Care 100 is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Paterson Day Care 100, but it is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.***

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of Employees, Children, Other Parents or Adults Associated with Paterson Day Care 100:

Threats of any kind will not be tolerated. In today's society Paterson Day Care 100 can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Confrontational Interactions with Employees, Other Parents or Associates of Paterson Day Care 100:

While it is understood that parents will not always agree with the employees of Paterson Day Care 100 or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions such as: hitting, pushing/shoving, and throwing things are not an appropriate means by

which to communicate a point and are strictly prohibited. Please utilize the Grievance Procedure for all concerns.

Daily Schedule

<p>7:30 - 8:15 (45 minutes)</p>	<p>Arrival Time / Free Play</p>	<p>Greeting and assist children with their separation from their parents/ guardians and integrating them into the classroom.</p>	<p>Arrival of students: children will be allowed time and assistance if needed to remove the outer layer of clothing. After putting away their personal belongings students will be allowed the opportunity of free choice play.</p>
<p>8:15-8:30 (15 minutes)</p>	<p>Breakfast Time</p>		<p>All children and teachers will work jointly preparing, serving & eating breakfast. If for any reason meal is late the teacher and aide shall engage the children in an activity. Because we are readying for the consumption of a meal it is suggested that an activity with little physical movement be utilized (i.e. story telling, music, and singing while seated etc.) While small groups of children are being taken to the toilet the other children and teachers will engage in activities of class cleanliness while others may engage in free choice activities</p>
<p>8:30 - 8:45</p>	<p>Morning Meeting</p>		<p>Children will gather as a group and lead in greeting, sharing, group activity and news and announcements.</p>
			<p>Guide children selecting</p>

8:45 - 10:00 (60 Minutes)	Choice Time		interest areas. Use this time to teach content as children explore materials that you have carefully and purposefully planned.
First 15 minutes of choice time	And		Lead a planned and purposeful 15 min. literacy activity with three to five students. The remaining students will engage in center time.
10:05 - 10:10 (10minutes)	Clean Up		Use a signal to make the children aware that it is time to clean up, by using a bell, buzzer, or songs.
10:10 - 10:55 (45 Minutes)	Outdoor Time		Plan for special outdoor activities. Supervise and interact with children, while they are engrossed.
10:55 - 11:05 (10 minutes)	Hand Washing		Follow hand washing procedure.
11:05 - 11:20 (15 minutes)	Story Time		This is the time to read to children to increase their experimental background, vocabulary and build their comprehension and fluency skills and phonological awareness.
11:20 - 11:35 (15 minutes)	Large Group		Planned activities that support literacy, playing with language, singing, storytelling, poems, rhymes, and chants.
11:35 - 11:45 (10 minutes)	Lunch Prep		½ the class poems, rhymes, chants, music ½ the class prepare for lunch
11:45 - 12:15 (30 minutes)	Lunch Time		At least one teacher will sit with students and eat lunch while engaging the children in conversation.
12:15 - 1:15			Help children relax so

<i>(60 minutes)</i>	<i>Nap Time</i>		<i>they can fall asleep. Supervise rest area.</i>
<i>1:15 - 1:35 (20 minutes)</i>	<i>Wake up, put cots away, and take children to the bathroom.</i>		<i>Lights on, begin to wake the children up, and put cots away. The other teacher can assist in tying shoes and begin taking children to the toilet.</i>
<i>1:35 - 1:50 (15 minutes)</i>	<i>Music and Movement</i>		<i>Clear an area of the room right away for music and movement.</i>
<i>1:50 - 2:55 (65 minutes) First 15 min. of choice time.</i>	<i>Choice time / Snack And Small Group / Math</i>		<i>Guide the children in selecting an interest area. Lead a planned and purposeful small group activity that builds on children's math skills and interest.</i>
<i>2:55 - 3:00 (5 minutes)</i>	<i>Clean up</i>		<i>Signal to prepare the children for clean up.</i>
<i>3:00 - 3:15 (15 minutes)</i>	<i>Closing Circle</i>		<i>Lead group discussion about the day and plans for the next day.</i>
<i>3:15-3:30</i>	<i>Quiet Activities / Dismissal</i>		

<i>Hours 3:30 - 4:00</i>	<i>Free play, closing circle</i>		<i>Free play consists of the children engaging in some activity of free choice: manipulative, books, games, blocks, music and movement, sand/water, etc.</i>
<i>4:15 - 4:50</i>	<i>Playground Play / Free play Time</i>		
<i>5:15 - 5:30</i>	<i>Quiet Activities / Dismissal</i>		

Transitions

Transitions occur in the AM arrival and P.M. departure. Children will not be in mixed age groups to maintain continuity of care. During activities, five through ten minutes transitions will occur to allow the child the opportunity to emotionally accept change in scheduling. There will never be more than two transitions from class to class within one day. Newly enrolled children are still adjusting to the program curriculum therefore, will not be able to participate in field trips activities where there are large groups for 60 days.

Rest & Sleep

Daily rest and or sleep for each child who attends the center will be provided. For these children who wish not to rest or sleep, an alternative quiet activity will be provided. All sleep equipment shall be free of pillows and shall be covered with a sheet, blankets, or other coverings provided by the parent/ guardian that are labeled with each child's name and stored separately. Every Friday the child's covering will be sent home to be cleaned and to be returned on Monday.

Indoor and Outdoor Play Policy

Children of all ages have daily opportunities for outdoor play (when weather, air quality, or environmental safety conditions do not pose a health risk). When outdoor opportunities for large-motor activities are not possible because of conditions, the program provides similar activities inside. Indoor equipment for large-motor activities meets national safety standards and is supervised at the same level as outdoor equipment. Play offers children the opportunity to learn socially, emotionally, physically, and cognitively, accidents, risks, and hazards often occur during play. Therefore, the staff has a responsibility to teach the children rules of safety and engage parents with the importance of this knowledge. Young children depend on responsible caretakers to keep them out of harm way. The implementation of this safety policy will help young children to be safe and to have fun in our program.

- 1. Before leaving premises staff must sign-out for community walks with children.*
- 2. Staff members should equip themselves with two-way radio (walkie talkie) before going into the playground area they may be picked up in the family worker office.*
- 3. Properly maintain equipment. Check for loose screws and jagged metal pieces. The playground should be free of broken glass or any objects that could cause harm or a*

safety risk to young children.

4. Be prepared for accident and injuries. All staff members must have first aid and CPR training. All children and staff injuries must be documented on the appropriate form and forwarded to the office and to the parent of the injured child within 24 hours. Check the children's clothing for safety hazards such as drawstrings around neck. (Suggest to parents to purchase clothing that has snaps, zippers, hooks, and loop closures or Velcro attachments).

5. Ensure all outdoor play equipment age appropriate. The staff should be positioned near moveable and climb up / down outdoor equipment during a child's use. All adults must always have a clear view of the playground area at all times. Conversations between staff members are prohibited.

All children must be taught to practice safe and appropriate use of equipment and prohibited behavior and to understand the use of safety in the designated play areas.

6. Make sure electrical outlets are covered with safety caps inside the classroom. Check games and puzzles for possible choking hazards and small broken parts.

7. Post list of recalls for children's products on parent and teachers bulletin boards. Children should be taught how to properly use playground equipment (feet first down slide).

Sample Playground Schedule

3 Year Olds 9:00 a.m. - 9:45A.M.

4 Year Olds 10:10a.m. - 10:55A.M.

Staff will always know how many children are in their care

- 1 They will count children before taking them out
- 2 They will post where and how many children / adults went out on parent bulletin board
- 3 They will count while they are out more than once
- 4 They will count children when they return to the classroom (more than once)
- 5 They will ensure that no more than (5) children play on climb-up.
- 6 Children will not be permitted to engage in hazardous play any kind.
- 7 The staff will redirect a child's behavior with positive discipline.
- 8 Staff will be actively involved in supervision of children.

To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that:

**Disperse of all puddles of stagnated water. *Children wear clothing that is dry and layered for warmth in cold weather. *Children must wear shoe that are enclosed with gripping bottom.*

Outdoor temperature during the warm months shouldn't be more than 89° degrees Fahrenheit and a UV index reading of 5 to 6 (moderate) no less than 36° degree Fahrenheit.

*Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin ointment protection ointment, or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with a written Dr.'s prescription and parental permission to do so). **When public health authorities recommend** use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children with parental permission.*

Tricycle Child Safety

- 1) The helmet should fit directly over the forehead, two fingers above the eyebrows.*
- 2) Tighten the chinstrap to keep the helmet from slipping forward or backward. Only two fingers should fit under the chinstrap.*
- 3) The straps of the helmet should form a "V" under your child's ears when buckled.*

Water & Sand Table Play

- 1. Water/Sand table play should have between 3-5 inches of water in the table.*
- 2. Children must wash hands before and after play*
- 3. Change water after each center time session (only in water table).*
- 4. Children with cuts or sores runny nose are not permitted to have water/sand play.*
- 5. No more than 2 children in the water/sand play area at a time.*

Basic First Aid and Kit

*The following equipment will be placed in a location that is convenient and accessible to all staff members **A standard first aid kit**, which is fully re-stocked within 24 hours of use; and **The American Red Cross First Aid Manual or its equivalent**. Paterson Day Care's staff has been trained in First Aid and CPR. All Classes must carry a basic First Aid Kit with them during Field Trips and outside play.*

Any cuts will be thoroughly cleaned with soap and water. Ice will be applied to any bruises, bites, or other injuries. 911 will be called for any emergencies beyond our ability to treat.

Emergency Procedures

The Center shall prepare written emergency procedures posted on general information board near receptionist desk:

Locations of First Aid Kit and supplies

Name, address, telephone of physician retained by the Center of emergencies

Plan for emergency transportation

- 1 The hospital where the injured staff/child will be taken,
- 2 The telephone number numbers for Fire, Police, Poison and Ambulance,
- 3 Fire Evacuation Plan, Disaster, and Lockdown emergency,
- 4 The hospital where the injured staff/child will be taken,
- 5 The telephone number for Fire, Police, Poison, and Ambulance

Emergency Dental Procedure for Staff/Children

In case of a dental emergency, follow the instructions on the New Jersey Department of Health Dental. **Paterson Community Health Center***227 Broadway Paterson, New Jersey 07501, 973-278-2600

All dental emergencies require that parents and the child's dentist be contacted.

Reporting Illness Injury, & Reportable Diseases

The center, upon learning that an enrolled child or staff member has been diagnosed as having or is suspected of having contracted a reportable disease shall report this information as specified in NJAC 10:122-7 to the local health department. And submit to the parent the Communicable Disease Outbreak form.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

<i>Respiratory Illnesses</i>	<i>Gastro-Intestinal Illnesses</i>	<i>Contact Illnesses</i>
------------------------------	------------------------------------	--------------------------

<i>Chicken Pox</i>	<i>Campylobacter*</i>	<i>Impetigo</i>
<i>German Measles*</i>	<i>Escherichia coli*</i>	<i>Lice</i>
<i>Hemophilus Influenzae*</i>	<i>Giardia Lamblia*</i>	<i>Scabies</i>
<i>Measles*</i>	<i>Hepatitis A*</i>	<i>Shingles</i>
<i>Meningococcus*</i>	<i>Salmonella*</i>	
<i>Mumps*</i>	<i>Shigella*</i>	
<i>Strep Throat</i>		
<i>Tuberculosis*</i>		
<i>Whooping Cough*</i>		

***Child whom has non-clear nasal secretions will be excluded and needs medical excuse to return to school.*

**Reportable diseases, as required by N.J.A.C. 10:122-7.10(a).*

Parents will be notified of any Center outbreaks of excludable diseases to ensure a child does not impose a health risk. Temperature of 101.5 F will be excluded from school for 24 hours and must return with a medical excuse.

Health Requirements

Illness/ communicable diseases

Children who are unable to fully participate in the normal daily activities due to illness or injury should not be in attendance. We understand this can be a hardship to our families, but for the health and safety of the center will not allow admittance of ill or mildly ill children. When a child is sent home from school, written guidance should accompany the child home for further instruction on the symptom of the illness.

Our center will not serve any children, who have any of the illnesses, symptoms or diseases specified in the applicable provisions of NJAC 10:122-8.

The center shall not admit a child who has any illnesses or symptoms of illness included, but not limited to any of the following:

- Pain / discomfort*
- Acute diarrhea*
- Acute vomiting*
- Elevated temperature*
- Lethargy*

*Jaundice
Red eyes
Lesions / rashes/infected skin
Coughing Stiff neck*

Once a child is symptom-free or cleared by health care provider the child may return to school.

Unfortunately, communicable disease must be reported to the communicable disease program in the state department of health.

For a full disclosure of the center please refer to the attached policy on communicable diseases.

The staff locate resources that support them in stress management, prevention and treatment of depression, and /or general wellness through our insurance carrier Horizon Blue Cross Blue Shield of NJ at 1-800-355-2583 employee portal or in the NJ DHS Resources Guide 1-888-285-3036 www.state.nj.us/humanservices/dds/home. Staff members will receive 10 sick days and 3 personal days each instructional school year.

Care of Sick Children

A separate area is required for a child or adult who becomes ill. The adult or child shall be taken where they can be cared for until they can be returned home or suitably be cared for elsewhere. At that time, he or she shall pose no health risk to themselves or others. The area shall be furnished with sleeping equipment, sheets, blankets or other coverings. Parents will be notified within 3 hours of an incident that occurs to your child. An incident Report will be submitted to the parent that evening, if required.

Illness Log

The center shall maintain a file log on any illness or disease exhibited while in the care of the center as specified in NJAC 10:122-7. When a child has been identified with an illness, that information will be recorded in the Center's Illness Log. The child's temperature will be taken to ensure his/her health is not perilous. In the event the child's Temperature is over 101 F, the child must remain home for 24 hours. He/she can return to school with a physician's excuse for acceptance.

Human Immunodeficiency Virus (HIV)

This should not exclude any child or staff member known to be infected with HIV. The director shall maintain the confidentiality of any child or staff member known to be infected with HIV.

Health & Immunization Requirements

The center shall ensure that each child enrolled have an annual health examination. The center must also ensure that enrolled children meet immunization provisions accordance with the provisions of NJAC.

A child exempted from health examination or immunization may be excluded from enrollment for religious beliefs with a notarized statement.

Any recommendations for special medical treatment and / or modification of requirements to diet, rest, allergies, avoidance of activities must be provided by written statements by a health care provider.

Administration of Medication

This agency does not administer medication to any enrolled child on a regular basis. However, we will provide reasonable accommodations for the administration of medication or health care procedures if failure to administer medication or health care procedure would jeopardize the health of the child. (LIFE THREATENING SITUATION)

EPI-PEN

The center will designate those staff members who are authorized to administer medication or to supervise self-administration of medication by those children; parents who provide written authorization. Before administering medication, the staff member must be trained in first aid and CPR. All persons administering medication must wash hands before and after and wear gloves during administering the medication. The center will ensure that all members who administer medication or health care procedure are taught by child's parent/guardian or another appropriately trained person.

Policy on Toys and Food from the Outside

Paterson Day Care does not allow food from the outside: candy, gum, fast food etc. We do not allow pacifiers, bottles, and training cups, unless there is a developmental need. We only allow toys on Friday however, no guns, or weapon like toys are permitted. We prefer that parents' /guardians' do not send expensive toys due to the fact that we are not responsible for them. We also advise the parents'/guardians to label their items with the child's name at all times.

Food & Nutrition

The center participants in the child and adult food program (CAFP) which is a federal program of the food and nutrition services, United States Department of Agriculture. It is operated in accordance with USDA policy which enables us to provide all children enrolled in the program with breakfast, lunch, and afternoon snack during a scheduled

time. Only white meat is served at our center (chicken, turkey, & fish). All menus and meals are prepared on site by Department of Health approved Food Handlers. Staff does not offer children younger nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Staff cut foods into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability. All liquids and foods cannot be hotter than 110 degrees Fahrenheit.

The USDA does not permit discrimination because of race, color, national origin disability age or sex. To contact them write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410.

Any individualized diets must be written when submitted to the Center by the child's parent/guardian or health care provider. This information will be posted in a location that is accessible to staff members caring for that specific child.

Peanut Free Environment

It is our responsibility to provide a safe environment for all children. We request that all parents honor Paterson Day Care as a "Peanut Free" environment since some children have serious allergic reactions to peanuts and peanut products.

Birthday Parties

Due to sudden occurrence of food allergies Birthday Parties are no longer permitted. No invitations should be given out in any classroom unless every child is included. If not, please do not give out or permit parents to disseminate invitations on child care center premises. This is a form of exclusion.

Sanitation of Environment

The center shall disinfect with a solution of one tablespoon of household bleach per quart of water on a regular basis. This solution shall be prepared daily and placed in a bottle container inaccessible to children.

The schedule equipment items or surfaces shall be washed and disinfected after each use:

- 1 Thermometers
- 2 Items used by a child who becomes ill while at the center

The following items shall be washed and disinfected at least daily:

- 1 Toilets and toilet seats
- 2 Sink and sink faucets
- 3 Water table and water play equipment
- 4 Play table

5 Smooth surface non-porous floors in areas used by children

The following items shall be washed and disinfected at least weekly:

1 Cots; other Bureau-approved sleeping equipment

2 Sheets, blankets, or other coverings.

Tables used by the children for eating shall be washed and disinfected before and after each meal.

ANY TOY THAT IS CONTAMINATED WITH ANY BODILY SECRETIONS WILL BE CLEANED & SANITIZED IMMEDIATE.

Pets

The center shall permit a service animal and/or a pet into the center only under the following conditions: Domesticated, & non-aggressive, and free from disease. Children that have asthma are permitted to attend our center. Therefore, we will not permit any animals with fur or fur-like hair.

Policy on Pest Control

Pesticides will be applied by certified pesticide applicators and when students and staff members are not

present, such as during non-instructional time or school vacation periods.

This policy does not apply to the use of the following pesticides:

1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals;

2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Parents and staff members will be informed annually of the corporation's pest control policy at the time of student registration [beginning of the school year] by a separate memorandum or as a provision in the student handbook.

2. Provide the name and phone number of the person to contact for information regarding pest control.

3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.

6. Maintain written record for at least 90 days of any pesticide applications.

Personal Hygiene

The center shall ensure that children and staff members wash their hands with soap and running water. (See hand washing procedures attached)

Staff members shall use disposable rubber gloves that will be discarded after each use.

The center requires that whenever a child's clothes is soiled or wet, their clothing shall be changed. Therefore, a complete set of labeled clothes shall always remain at the center for the child consisting of but not limited to: shirt, dress, underpants/undershirt, pants, & socks. The soiled clothes will be placed in a sealed plastic bag that has been labeled with the child's name and sent home to be laundered.

Change of Clothes Policy

Adequate supply of underwear/panties/pull-ups

- Two (2) twin size sheets
- One or more complete change of clothing (appropriate for season)
- Appropriate outdoor apparel (e.g., hats, mittens, warm jacket, shoes, etc.)
- Please label all items with first/last name

** It is mandatory that your child has a complete set on site at all times, **no exceptions**. It is mandatory that your child/ren has their sheets / blankets at all times. Your child will take their sheets/blanket home to be laundered in an event of an accident and returned the next day.

Oral Health

In the event of a pandemic or any other highly contagious disease dictated by the CDC, tooth brushing in the center is not implemented. To promote oral health, the children rinse their mouths after each meal. Furthermore, the center educates and encourages children concerning the importance of brushing. The parents are also requested to promote tooth brushing at home.

Hand Washing

Personal hygiene requirements

(a) Hand washing requirements are as follows:

1. The center shall ensure that children wash their hands with soap and running water:

On arrival

Before intake of food;

After water play

Immediately after using the toilet or having diapers changed;

Immediately after coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluids or secretions; and

immediately after coming in contact with an animal's body secretions.

2. When cloth towels are used by children, the towels shall be designated solely for the individual child's use.

3. Staff members shall wash their hands with soap and running water immediately:

(a) On arrival

Before preparing or serving food;

After water play

After clean-up with chemicals

After garbage removal

After toileting;

After assisting a child in toileting;

After caring for a child who appears to be sick;

After coming in contact with an animal's body secretions; and

After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluids or secretions,

After Clean-up

(b) Staff members shall use disposable rubber gloves, which shall be discarded after each use, when coming into contact with blood or vomit.

4. Diapering requirements for centers serving children who are not toilet trained are as follows:

(1) Staff members shall ensure that:

- (2) Each child's diaper is changed when wet or soiled:
- (3) Each child's bottom is washed and dried during each diaper change with an individual disposable wash cloth, paper towel or disposable diaper wipes; and
- (4) The staff members' hands are washed after changing each diaper. ii. Diapering area and surface requirements are as follows:
- (5) Diapering shall not take place in an area or on a surface used for food preparation, service or eating.
- (6) The diapering area shall be within 15 feet of a sink that is not used for food preparation.
- (7) The diapering surface shall be flat, smooth, clean, dry, non-absorbent, and in good repair.
- (8) Diapering supply requirements are as follows:
- (9) A supply of clean diapers shall always be available.
- (10) Diapering supplies, including diapers, shall be stored in an area out of the children's reach but easily accessible to staff members during a diaper change.
- (11) Equipment used for cleaning the diapering surface shall be restricted for use in this area only and shall be disposable or laundered in hot soapy water.
- (12) Staff members who use disposable rubber gloves during a diaper change shall dispose of these gloves after each use and shall wash their hands.
- (13) Soiled diapers shall be disposed of as follows:
- (a) Soiled disposable diapers shall be placed in a closed container that is lined with a leak proof or impervious lining. Such diapers shall be removed from the center daily and placed in a closed garbage receptacle outside the building.
- (b) Soiled non-disposable diapers shall be placed in a sealed plastic container that has been labeled with the child's name. Such diapers shall be returned to the child's parent at the end of that day.
- (14) Clothing requirements are as follows:
- (a) A child's clothing shall be changed when wet or soiled.

(b) The center shall ensure that a change of clothing is provided for each child.

(c) Soiled clothes shall be:

(15) Placed in a sealed plastic container that has been labeled with the child's name and returned to the child's parent at the end of that day for laundering.

Field Trips

*Field trips are periodic and are age appropriate. Parent participation creates a more favorable adult/child ratio, which is important from the standpoint of both safety and learning possibilities. If parents/guardians are informed about trip objectives, even parents who are unable or unwilling to accompany the group can promote and reinforce learning through appropriate questions, discussion, and a show of interest. All parents that want to accompany their child on a field trip must attend an orientation. Proper adult child ratio's 3:1 for 3yr olds & 4:1 for 4yr old (Age+1) new enrolled children are still adjusting to the program curriculum therefore, will not be able to participate in field trips activities where large groups of people and /or child for the first **60 days of attendance**.*

Transportation Requirements

The center shall comply with applicable provisions of New Jersey Motor Vehicle Commission (MVC) law pursuant to N.J.S.A. and the rules promulgated as specified in N.J.A.C. for Type II vehicle.

The center shall have written documentation that the vehicle has a clean & safe environment, have clear passage to operate doors, equipped with operating seat belts, smoke free, inspected, maintenance, operated by licensed driver, maintain liability insurance or obtain documentation of liability insurance from outside transportation service, and have written authorization from parent or guardian before transporting any child.

Transportation Safety

- 1 All passengers are seated and remain seated when the vehicle is in motion.*
- 2 Each child is secured in an operable seat belt or proper restraint system or booster seat when vehicle is in motion.*
- 3 There shall be no standees in nay vehicle transporting children.*

4 Smoking shall be prohibited in all vehicles when occupied by children.

Fire Drill

The center shall conduct a fire drill once a month, as specified in the NJUFC.

The center shall ensure that all children present are evacuated from the building during each fire drill.

The center shall maintain on file a record of each fire drill, as specified in the NJUFC, which include:

- 1 The date and time of day of the drill;
- 2 The weather conditions at the time of evacuation;
- 3 The number of participating children and staff members; and
- 4 The total amount of time taken to evacuate the center.

All fire extinguishers shall be visually inspected once a month, and serviced and tagged at least once a year and recharge, as specified in the NJUFC.

Emergency Procedure

Emergency / Evacuate & Non-Evacuation Procedures

The center shall prepare written emergency procedures. They should include but are not limited to: Location of first aid kit / and other emergency supplies (agency health care provider's name, address, & telephone numbers of police, fire, ambulance, poison control, & animal control services, and emergency information on children, evacuation exits posted in prominent areas.

The center shall prepare written emergency procedures for evacuation and non-evacuation procedures. It should include but is not limited to: Designated area for evacuation and non-evacuation Emergency supply kits (first aid, radio, contact info for children, emergency personnel telephone numbers).

For more information on emergency procedures, you may request a copy of our evacuation, non-evacuation procedure located at the front desk.

FOR EMERGENCY SCHOOL CLOSINGS ANNOUNCEMENTS: Internet at www.paterson-k-12-nj.us, Paterson Public Schools Facebook, Twitter, and Instagram pages. For further assistance see the Paterson Public School calendar on the 2nd page.

Emergency Evacuation Procedure

At least one staff member on duty at all times has first aid training through an accredited course. All other staff members are trained in emergency procedures through

annual in-service training.

The child's parent, guardian, or authorized person shall be notified immediately in the event of a serious accident or illness requiring emergency care. First aid shall be administered by a qualified staff member.

The 911 emergency numbers are posted by the telephone. The local rescue squad or ambulance service shall provide emergency care.

In the event that a child is transported to the hospital, his/her health summary and signed permission slip for health care (Data Control) shall be sent along. A staff member shall accompany the child until the arrival of the parent, guardian, or authorized person arrives.

Intruder/ Lockdown Procedures

All visitors/volunteers will sign-in at the office and wear an identifying "Visitor or Volunteer badge during school hour.

In the event of an intruder on the grounds, the office will announce the following statement over the walkie talkie; A stranger is in the building. This is a lockdown situation. This will be followed with a description and approximate location of the individual(s).

The office will call 911 immediately.

The office will contact the Superintendent of Paterson Board of Education notifying him of the current situation.

Classroom teachers will direct students to move away from the window and of the door direct line, it will be locked. Exterior classroom window shades will be closed, and classroom door windows will be covered.

Designated staff will be responsible to lock internal and external doors to the building.

The "lockdown" will remain in effect until law enforcement officers verify it is safe to resume school.

In the event that the school needs to dismiss students, the "Early Closure Procedure" will be in effect, and the media will be notified.

During a lock down situation, parents **must not** attempt to enter the building until the area has been secured by local law enforcement officers.

Tornado

In the event of a tornado warning, the children shall be evacuated to the designated area - a basement if one is available, a nearby building or under furniture within the

building- and remain there until the threat has passed.

A battery- operated radio is easily accessible and kept in good repair. In case of an emergency, staff will tune to the local radio station for tornado information.

Earthquake

In the event of an earthquake, if the children are inside, they will be kept indoors and seated on the floor along the inside walls. If the children are outside, they will be kept outside in the open, away from buildings and utility wires. After the quake, the children will be kept together where they are until one staff member can inspect the premises for damage.

A battery-operated radio is easily accessible and kept in good repair. In case of an emergency, staff will tune to the local radio station for earthquake information.

Blizzard

In the event of a blizzard when parents are not able to pick up their children, the staff will house the children at the facility until the parents or guardians can pick them up. Arrangements have been made with a local grocery store for the delivery of food should such an emergency arise.

Power Failure

Two flashlights in working order are kept in an accessible place. Power pack emergency lights are installed to light each exit.

Missing Person

Should a child be missing, staff shall search the building and grounds completely. If the child is still not found, the police and parent/guardian shall be notified while staff begins searching the immediate surrounding area.

Policy on Renovation of Classroom/Building

Any areas that have been recently painted, carpeted, tiled, or otherwise renovated must be ventilated before they are used by children.

PHYSICAL FACILITY REQUIREMENTS

A person seeking a license or a Certificate of Life/Safety Approval to operate a center shall comply with all applicable provisions of the New Jersey Uniform Construction Code, as specified in N.J.A.C. 5:23 and hereinafter referred to as the NJUCC .

1. For newly constructed buildings, for existing buildings whose construction code use group classification would change from that which it had been, or for existing buildings that require major alteration or renovation, the center shall obtain a Certificate of Occupancy (CO) issued by the municipality in which it is located, reflecting the center's compliance with the provisions of the NJUCC , and submit a copy of the CO to the Bureau, for one of the following use group classifications:

i. E (Educational) for buildings accommodating children 2 years of age and/or older and having a total occupancy of six or more children. Centers in the E use group may also serve no more than five children below 2 years of age, as specified in N.J.A.C. 5:23 as interpreted by the Department of Community Affairs, Division of Codes and Standards, in a Formal Technical Opinion (FTO-9) dated March 1, 1995;

I/T ii. I-2 (Institutional) for buildings accommodating six or more children less than 2 years of age; or

SA iii. A-3 or A-4 (Assembly) or one of the use group classifications specified in (a)1i or ii above for buildings accommodating school-age child care programs only.

2. Plan reviews for centers to be located in newly constructed buildings shall be submitted as follows:

i. In addition to submitting preliminary and final architectural drawings to the local construction official, a sponsor that plans to construct a new or renovate an existing building for use as a center shall submit preliminary and/or final architectural drawings to the Bureau for review and approval prior to beginning construction.

ii. The sponsor shall submit to the Bureau revised final architectural drawings containing all Bureau-required items listed in the plan review, if any, and secure final approval from the Bureau prior to beginning construction.

3. For buildings constructed after the adoption of the NJUCC (1977), whose construction code use group classification is already E, I-2, A-3, or A-4, and that have not had major alterations or renovations since receipt of the CO , the center shall obtain the CO issued by the municipality in which it is located at the time the building was originally constructed or approved for use in the NJUCC's E, I-2, A-3, or A-4 use group classification. The center shall submit a copy of the building's CO to the Bureau.

4. For existing buildings whose use prior to the adoption of the NJUCC (before 1977) was and continues to be for a center and that have not had major alterations or renovations, the center shall obtain a Certificate of Continued Occupancy (CCO) issued by the municipality in which it is located, reflecting the building's compliance with provisions of the municipality's construction code requirements that were in effect at the time it was originally constructed or converted for use as a center. The center shall submit a copy of the building's CCO to the Bureau.

5. The center shall be permitted to obtain a valid fire safety inspection certificate issued by the municipality in which it is located, based on a fire inspection conducted within the preceding 12 months, and submit a copy of the certificate to the Bureau in lieu of a CO or CCO, if the center serves only children 2 years of age or older and is located in a public school building that is used as a public school.

6. The center shall obtain a new CO issued by the local municipality in which the center is located, and submit a copy to the Bureau, reflecting the building's compliance with provisions of the applicable NJUCC use group classification, whenever the center:

- i. Changes the building's use group classification to one other than the one prescribed on its original CO;
- ii. Makes a major alteration or renovation, as defined by the NJUCC, of the building or premises in which the center is located;
- iii. Increases the floor area or the number of stories to the building or premises in which the center is located; or
- iv. Relocates to another site.

7. Whenever a municipality grants to a center a written variation(s) from any of the requirements of the NJUCC, the Bureau may accept such variation(s) as meeting the applicable requirement(s) of this manual.

- (a) i. If the Bureau does not accept the variation, the non-acceptance shall be based on the best interests of the children in the center, and shall include consideration for their health and safety. The non-acceptance shall be based on the requirements of this manual only, and shall not preclude the municipality from continuing to grant the variation.

i. If the center disagrees with the Bureau, the center may seek a hearing in accordance with N.J.A.C. 10:122-2.5(a) and the provisions of the Administrative Procedure Act, N.J.S.A. 52:14B-1, as implemented by the Uniform Administrative Procedure Rules, N.J.A.C. 1:1.

(b) An applicant seeking a license or a Certificate of Life/Safety Approval to operate a center shall comply with all applicable provisions of the New Jersey Uniform Fire Code, as specified in N.J.A.C. 5:70 and hereinafter referred to as the NJUCC. The center shall obtain the building's fire safety inspection certificate issued by the municipality in which it is located, based on a fire inspection conducted within the preceding 12 months, reflecting the center's compliance with all applicable provisions of the NJUFC. The center shall maintain on file the building's fire safety inspection certificate.

(c) If the center prepares meals, the center shall obtain a satisfactory Sanitary Inspection Certificate, as specified in N.J.A.C. 8:24, indicating that the kitchen is in compliance with the applicable requirements of the State Sanitary Code. The center shall maintain on file the Sanitary Inspection Certificate.

(d) An applicant seeking the renewal of a license or of a Certificate of Life/Safety Approval to continue operating a center shall obtain and maintain on file a fire safety inspection certificate for the building based on a fire inspection conducted within the preceding 12 months. If the center prepares meals, the applicant seeking renewal shall obtain and maintain on file a satisfactory Sanitary Inspection Certificate, as specified in N.J.A.C. 8:24, indicating that the kitchen is in compliance with the applicable requirements of the State Sanitary Code, based on a sanitary inspection conducted within the preceding 12 months.

(e) A center that qualifies for a Certificate of Life/Safety Approval shall meet the provisions of N.J.A.C. 10:122-2 and 5.

(f) A center that plans to locate or is already located in a hospital or other health care facility, as defined in the Health Care Facilities Planning Act, N.J.S.A. 26:2H-1 et seq., shall obtain a letter from the Department of Health and Senior Services indicating that department's approval. The center shall submit a copy of the approval letter to the Bureau.

10:122-5.2 Physical plant requirements for all centers

GEN (a) *Indoor maintenance and sanitation requirements are as follows:*

1. The center shall be free of moisture resulting from water leaks or seepage.

2. Floors, carpeting, walls, window coverings, ceilings, and other surfaces shall be kept clean and in good repair.

3. Stairways shall be free of tripping hazards, such as toys, boxes, loose steps, uneven treads, torn carpeting, raised strips, or uneven risers.

4. Carpeting shall be securely fastened to the floor.

5. Garbage receptacles shall be:

i. Made of durable, leak proof and nonabsorbent materials;

ii. Covered in a secure manner;

iii. Emptied to the outdoor garbage receptacle when filled; and

iv. Maintained in a sanitary manner.

6. Food waste receptacles shall be lined and maintained in clean and sanitary condition.

7. The center shall be free of rodent or insect infestation and shall take immediate action to remove any infestation that may occur. The center shall maintain on file a record documenting the use of extermination services.

8. Toilets, wash basins, kitchen sinks, and other plumbing shall be maintained in good operating and sanitary condition.

9. All corrosive agents, insecticides, bleaches, detergents, polishes, any products under pressure in an aerosol spray can, and any toxic substance shall be stored in a locked cabinet or in an enclosure located in an area not accessible to the children.

10. All windows and other glass surfaces that are not made of safety glass and that are located within 36 inches above the floor shall have protective guards.

11. Ventilation outlets shall be clean and free from obstructions, and filters shall be replaced when saturated.

12. Walls shall be painted or otherwise covered whenever there is evidence of:

i. Excessive peeling or chipped paint; or

ii. Heavily soiled conditions.

13. All shelving shall be secured and not overloaded.

14. The center shall test for the presence of radon gas at least once every five years and shall post the test results in a prominent location in the center, as specified in N.J.S.A. 30:5B-5.2.

15. The center shall comply with the provisions specified in P. L. 1999, c. 362 (N.J.S.A. 30:5B-5.5) requiring reports of drinking water tests to be posted at

the center when received from a water supply company or prepared by the center, if applicable.

(b) Outdoor maintenance and sanitation requirements are as follows:

- 1. The building, land, walkways, and outdoor play area shall be free from hazards to the health, safety or well-being of the children.*
- 2. The outdoor play area shall be graded or provided with drains to dispose of surface water.*
- 3. The building structure shall be maintained to prevent:*
 - i. Water from entering;*
 - ii. Excessive drafts or heat loss; and*
 - iii. Infestation from rodents and insects.*
- 4. The railings of balconies, landings, porches, or steps shall be maintained in safe condition.*
- 5. Garbage receptacles shall be:*
 - i. Made of durable, leak proof and nonabsorbent materials;*
 - ii Covered in a secure manner and located in an outdoor area; and*
 - iii. Maintained in a sanitary manner.*
- 6. Centers that provide outdoor space shall maintain in proper condition all fencing or other natural or man-made barriers or enclosures.*

- 7. The center shall comply with the Playground Safety Sub code of the New Jersey Uniform Construction Code, as specified in N.J.A.C. 5:23-11, which requires playgrounds operated by any governmental entity, nonprofit entity or private for-profit entity to meet the specifications for resilient surfacing and all other elements set forth in the Handbook for Public Playground Safety of the United States Consumer Product Safety Commission (CPSC).*
 - i. Centers that use an on-site playground constructed on or before April 18, 2000 shall comply with the following time limits for upgrading playground surfacing and other elements, as specified by N.J.A.C. 5:23-11.4:*

The center shall ensure that resilient playground surfacing that complies with the Playground Safety Sub code is installed by October 18, 2004; Each center operated by a governmental entity or a private for-profit entity shall ensure that all playground elements other than surfacing comply with the Playground Safety Sub code by October 18, 2007; and Each center operated by a nonprofit entity shall ensure that all playground elements other than surfacing comply with the Playground Safety Sub code by October 18, 2014.

ii. The center shall ensure that all newly constructed playgrounds and all new and replacement playground equipment complies with the Playground Safety Sub code upon installation.

iii. Centers that take children to a community playground shall ensure that the playground surfacing and all other elements comply with the Playground Safety Sub code within the applicable time limits before being used by the children.

(c) Lighting requirements are as follows:

1. All fluorescent tubes and incandescent light bulbs shall have protective covers or shields.

2. During program activities, at least 20 foot-candles of natural or artificial light shall be provided in all rooms used by the children. This illumination shall be measured three feet above the floor at the farthest point from the light source.

3. Parking areas, pedestrian walkways, or other exterior portions of the premises subject to use by center occupants at night shall be illuminated to provide safe entrance to and egress from the center.

(d) Heating requirements are as follows:

1. A minimum temperature of 68 degrees Fahrenheit shall be maintained in all rooms used by the children.

2. Steam and hot water pipes, radiators, and electrical space heaters shall be protected by screens, guards, insulation or any other suitable, non-combustible protective device.

3. The center shall not use portable liquid fuel-burning or wood-burning heating appliances.

(e) All floor and window fans that are accessible to the children shall have a grille, screen, mesh or other protective covering.

(f) Toilet facility requirements are as follows:

- 1. A supply of soap, toilet paper, and individual hand towels or disposable paper towels shall be provided.*
- 2. Mirrors, dispensers, and other equipment shall be fastened securely.*
- 3. Platforms shall be available as appropriate for use by the children when adult size toilets, and/or sinks, and/or urinals are used by the children.*

(g) A center utilizing a kitchen facility and/or food preparation area shall ensure that the cooking equipment and kitchen facility are kept in clean and sanitary condition and are operated in compliance with applicable provisions of the State Sanitary Code, as specified in N.J.A.C. 8:24.

(h) Lead paint precautions are as follows:

- 1. The center shall be free from lead paint hazards.*
- 2. The center shall comply with the lead paint inspection requirements specified in (h) 3 below, unless the center:*
 - i. Is located in a building constructed after 1978;*
 - ii. Submits documentation to the Bureau of a previous lead paint inspection conducted by a Lead Inspector/Risk Assessor, who is certified and employed as specified in (h)3 below, indicating the center is free of lead-based paint hazards; or*
 - iii. Submits documentation to the Bureau and the local department of health of:*
 - (1) A lead paint inspection and risk assessment conducted by a Lead Inspector/Risk Assessor, who is certified and employed as specified in (h)3 below, within the previous 12 months indicating the presence of lead; and*
 - (2) A lead paint risk management plan currently in progress at the center.*
- 3. The center shall ensure that a lead paint inspection of all painted surfaces of the center is conducted by a Lead Inspector/Risk Assessor, who is certified by the New Jersey Department of Community Affairs (DCA) and employed by*

either a public health agency or a lead evaluation contractor certified by DCA, as specified in N.J.A.C. 5:17.

i. If the lead paint inspection indicates the center is free of lead-based paint hazards, the center shall submit documentation of the inspection results to the Bureau and the local department of health.

ii. If the lead paint inspection indicates the presence of lead, the center shall ensure that a lead paint risk assessment of the center is conducted by a Lead Inspector/Risk Assessor, who is certified and employed as specified in (h) 3 above.

iii. The center shall submit documentation of the risk assessment results to the Bureau and the local department of health.

4. If a lead paint risk assessment indicates the presence of a lead hazard, the center shall:

i. Ensure that all lead hazards are remediated pursuant to N.J.A.C. 5:17 and 5:23 by a Lead Abatement Contractor who is certified and employed as specified in (h)3 above;

ii. Submit to the Bureau and the local department of health a certificate of lead abatement issued by the local construction official, or other documentation as appropriate, reflecting that appropriate action to remediate the lead hazard has been completed; and

iii. Inform the parents of all enrolled children that a lead paint hazard has been found at the center and will be or has been remediated, as applicable.

5. If any area of the center is renovated or damaged after a lead paint risk assessment has been conducted, the center shall:

i. Ensure that an additional risk assessment is conducted by a Lead Inspector/Risk Assessor who is certified and employed as specified in (h)3 above; and

ii. Submit the results of the additional risk assessment to the Bureau and the local department of health.

6. The center shall follow the recommendations of the local department of health for enclosure, removal or other appropriate action to abate lead hazards, and shall permit the local department of health to conduct follow-up inspections to ensure compliance with State statutes governing lead paint hazards.

7. If a previous lead paint inspection indicates the presence of lead, or a lead paint risk management plan is in progress at the center, the center shall:

- i. Ensure that a lead paint risk assessment is conducted by a Lead Inspector/Risk Assessor who is certified and employed as specified in (h)3 above, upon renewal of the center's license; and
- ii. Submit the results of the risk assessment to the Bureau and the local department of health.

(i) Asbestos precautions are as follows:

1. Coatings containing asbestos shall not be sprayed on any interior or exterior surfaces of a building used as a center, or on any equipment used therein, in accordance with rules of the State Department of Environmental Protection, as specified in N.J.A.C. 7:27-17.2 and with applicable provisions of the Asbestos Hazard Abatement Sub code of the NJUCC, as specified in N.J.A.C. 5:23-8.

2. If the New Jersey Department of Health and Senior Services determines the presence of sprayed-on asbestos -containing materials, and concludes that corrective action must be taken to minimize exposure potential, the sponsor shall follow the recommendation of that Department for enclosure, removal or other appropriate action to remove the threat or risk of asbestos contamination, as specified in N.J.A.C. 5:23-8.

(j) Wading and swimming pool requirements are as follows:

1. Pools that are at least 24 inches in depth shall be defined as swimming pools and subject to the requirements specified in (j) 3 below. Pools that are less than 24 inches in depth shall be defined as wading pools.

2. For wading pools that do not have water filtration systems, the center shall change the water after each use by a group of children.

3. The center shall ensure that any swimming pool or natural bathing place used by the children complies with applicable provisions of the Public Recreational Bathing Rules, as specified in N.J.A.C. 8:26, and with applicable provisions of the Building Sub code and Barrier-free Sub code of the NJUCC , as specified in N.J.A.C. 5:23.

4. The center shall ensure that the children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the New Jersey Youth Camp Safety Act rules, as specified in N.J.A.C. 8:25.

5. If a child defecates in the swimming pool, all solid wastes shall be removed and the pool shall be super-chlorinated and not used until the chlorine level returns to levels identified as acceptable in the Public Recreational Bathing Rules, N.J.A.C. 8:26.

(k) Emergency procedure requirements are as follows:

1. The center shall prepare written emergency procedures delineating:

- i. The location of the first aid kit and any additional first aid supplies;
- ii. The name, address and telephone number of the physician retained by the center or of the health facility to be used in emergencies;
- iii. The procedure for obtaining emergency transportation;
- iv. The hospital and/or clinic to which injured or ill children will be taken;
- v. The telephone numbers for obtaining police, fire, ambulance and poison control services, including the National Poison Emergency Hotline at (800) 222-1222;
- vi. The location of written authorization from parent(s) for emergency medical care for each child;
- vii. A diagram showing how the center is to be evacuated in case of emergency;
- viii. The location of fire alarms and fire extinguishers; and
- ix. Procedures for ensuring children's safety and communicating with parents in the event of evacuation, lockdown, natural or civil disaster and other emergencies. The procedures shall indicate:

(1) The plan for informing parents of their children's whereabouts; and

(2) The local law enforcement agency or emergency management office that has been notified of the center's identifying information, as specified in (k) 3 below.

2. The emergency procedures shall be posted in a prominent location on every floor within the center.

3. The center shall ensure that the appropriate local law enforcement agency or emergency management office is notified of:

- i. The center's name and location;*
- ii. The number and ages of children enrolled;*
- iii. The number of staff;*
- iv. The need for emergency transportation;*
- v. The location to which children will be evacuated;*
- vi. The plan for a lockdown; and*
- vii. The plan for reuniting children with their parents.*

(l) Supplemental evacuation requirements are as follows:

- 1. Cribs, beds, playpens, and cots used for rest or sleep shall be arranged so as to provide access to a three-foot-wide aisle that leads to an unobstructed exit.*
- 2. To assure the safe and timely evacuation of the children from the center during a fire or other emergency, centers required to secure a Certificate of Life/Safety Approval shall meet the minimum staff/child ratio requirements, as specified in N.J.A.C. 10:122-4.3(c).*

(m) Fire prevention requirements are as follows:

- 1. The center shall conduct fire drills at least once a month, as specified in the NJUFC. The center shall ensure that fire drills are conducted during each session provided at the center.*
- 2. The center shall ensure that all children present are evacuated from the building during each fire drill.*
- 3. The center shall maintain on file a record of each fire drill, as specified in the NJUFC, which record shall include:*
 - i. The date and time of day of the drill;*
 - ii. The weather condition at the time of evacuation;*
 - iii. The number of participating children and staff members; and*

iv. The total amount of time taken to evacuate the center.

4. All fire extinguishers shall be visually inspected once a month, and serviced and tagged at least once a year and recharged, if necessary, as specified in the NJUFC.

(n) First aid requirements are as follows:

1. A staff member who has current certified basic knowledge of first aid principles and cardiopulmonary resuscitation (CPR), as defined by a recognized health organization (such as the American Red Cross), shall be in the center at all times when enrolled children are present.

2. The following equipment shall be placed in a location that is convenient and accessible to staff members:

i. A standard first aid kit, which is fully re-stocked within 24 hours of use; and

ii. The American Red Cross First Aid Manual or its equivalent.

(o) Play equipment, materials, and furniture for indoor and outdoor use shall be of sturdy and safe construction, non-toxic and free of hazards.

(p) Space and room requirements are as follows:

1. All space and rooms within the center to be used by children shall be inspected and approved by the Bureau prior to their use. In making its determination, the Bureau shall consider whether the space is too far removed, remote or isolated from other areas of the center to be used by children.

i. For those rooms or areas that are too far removed, remote or isolated from other centrally located rooms or areas of the center, the Bureau may require the use of additional staff members, above those required for staff/child ratios, before granting approval.

ii. Rooms or areas of the center that are not Bureau-approved for use by children shall be made inaccessible to children.

2. At no time shall a center allow more children in attendance than the number specified on its license or Certificate of Life/Safety Approval.

3. Indoor space requirements for play rooms and/or sleep rooms are as follows:

i. There shall be a minimum of 30 square feet of usable activity indoor floor space for each child in centers that:

(1) Began operating prior to July 1, 1989; or

(2) Began operating on or after July 1, 1989 and serve fewer than 16 children.

ii. There shall be a minimum of 35 square feet of usable activity indoor floor space for each child in centers that began operating on or after July 1, 1989 and serve 16 or more children.

iii. The minimum square footage of usable activity indoor floor space shall be determined by excluding the space used in or by hallways, toilet facilities, offices, storage rooms, staff rooms, furnace rooms, kitchen areas, lockers, closets, and other stationary equipment or areas that children do not use for sleep or play.

iv. Centers serving sick children shall comply with the variation provisions on determining net indoor floor space per child, as specified in N.J.A.C. 10:122-8.4(a).

v. The center shall identify all rooms of the center that have been approved by the Bureau. This identification shall consist of numbers, letters, names or any other means of identification and shall be located either inside or directly outside each room.

4. Separate room or area requirements for children who become ill are as follows:

- i. There shall be a room, section of a room, or a separate area in the center to which children who are exhibiting those illnesses, symptoms of illness, and diseases specified in N.J.A.C. 10:122-7.1(c) shall be taken and where they shall be cared for until they can return home, be suitably cared for elsewhere, or be diagnosed as posing no health risk to themselves or others.*
- ii. The separate room, section or area shall be furnished with sleeping equipment and sheets, blankets or other coverings.*
- iii. Centers serving only sick children shall comply with the variation provision for separating ill children, as specified in N.J.A.C. 10:122-8.4(b) and (c).*

(q) The center shall take any steps required by the Bureau to correct conditions in the building or center that may endanger the health, safety, and well-being of the children served.

SCHOOL INITIATED WITHDRAWAL POLICY:

We will be working with you to teach your child to participate, cooperate and be a responsible member of the group. In the event that, a child's behavior places the child and/or other children in danger or interferes with the focus of Paterson Day Care, our policy is as follows:

- Staff will document a record of behavior.*
- Staff will inform and discuss with parents any child's behavior which becomes persistently disruptive and which is not alleviated by individualized guidance techniques.*
- If the behavior persists, the Director and/or administrator will notify the parent that the teacher has requested intervention.*
- The Director will speak with the parents and discuss possible courses of action and a plan will be designed and agreed upon by the school and parents on schedules dates.*
- If parents are unable to provide support, or even with the parent's support, the plan fails to improve the behavior, Paterson Day Care 100 reserves the right to terminate enrollment.*

We all want your child to be a successful and responsible person and we look forward to

working with you if any problem arises.

Withdrawals

Parents wishing to withdraw their child may do so at any time. A two-week notice, in writing should be submitted.



Child Development Center

363 Broadway

Paterson, NJ 07501

Phone: 973-278-5200

Fax: 973-278-5055

www.PDC100.org

I _____ have received copy of the updated policies and
Parent's Name

procedures for Paterson Day Care 100 Parent Handbook. I understand that I
am responsible for reading the updated policies. The updated and/or new policies
include:

INFORMATION TO PARENTS

CONFIDENTIALITY STATEMENT FOR PARENTS/GUARDIANS

CONFIDENTIALITY STATEMENT FOR EMPLOYEES

PARENT CONFERENCE SCHEDULE

DEET/ SUN SCREEN INFORMATION

PARENT CODE OF CONDUCT

MEDICATION CONSENT FORM (IF APPLICABLE)

*These policies supersede and replace the former policies contained in the Parent
Handbook.*

Parent/Guardian Signature

Date