

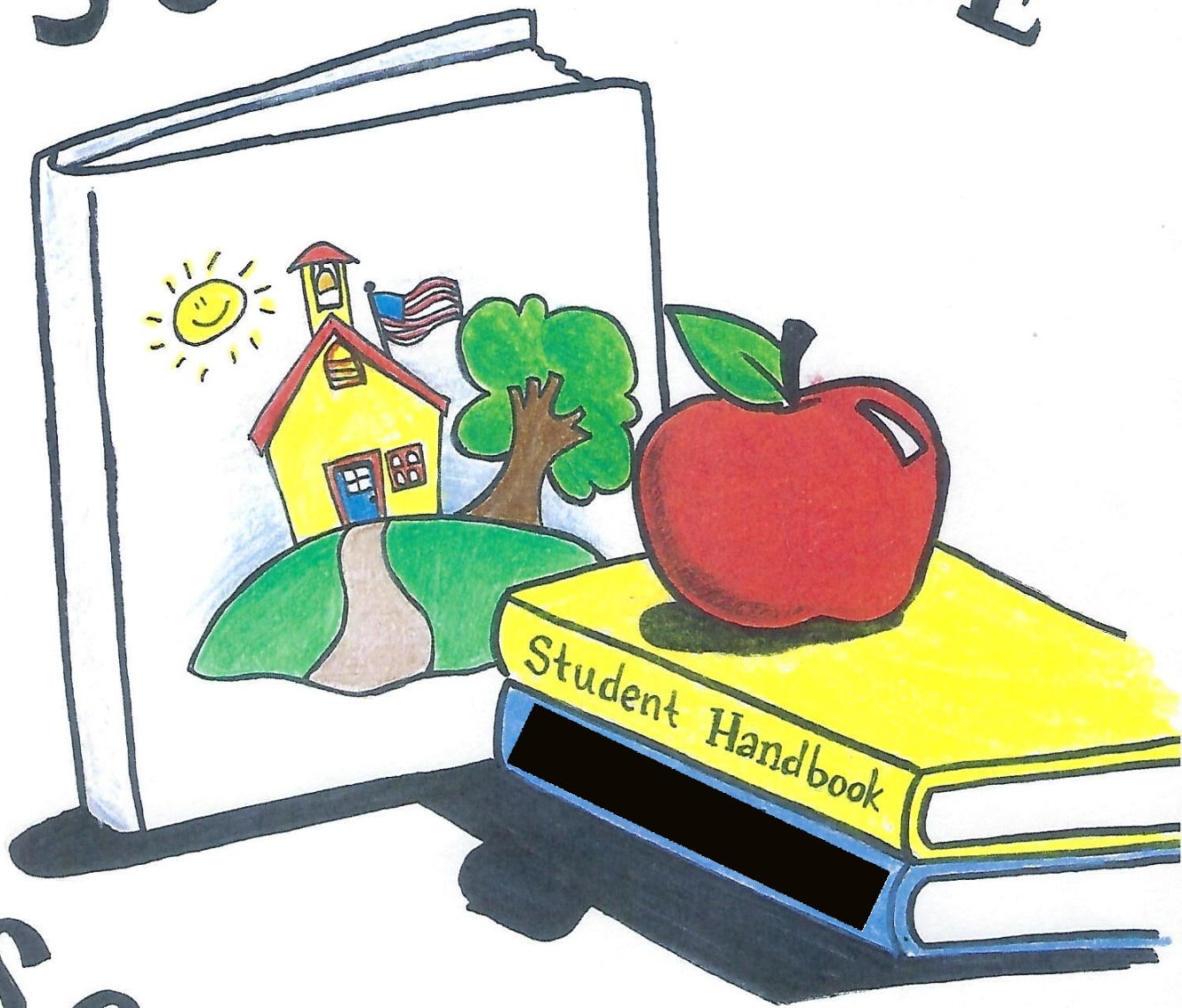


1234 Rte 31 North ~ Lebanon, NJ 08833 ~ (908) 735-7979

[www.missjanetssunshineschoolhouse.com](http://www.missjanetssunshineschoolhouse.com)

[sunshine\\_schoolhouse@yahoo.com](mailto:sunshine_schoolhouse@yahoo.com)

# Miss Janet's SUNSHINE



# SCHOOLHOUSE



## **A NOTE FROM MISS JANET**

*Dear Sunshine Schoolhouse Parents,*

*We want to personally thank you for raising such wonderful children and sharing them with us here at the Sunshine Schoolhouse.*

*We know that there are many options available for early childhood education and we are so happy that you chose to be a part of our Sunshine Family!*

*From infants learning to roll over, crawl, walk, and talk to pre-kindergarteners learning to use scissors, write their names, count, and learn pre-reading skills.... we have fun with our students and love to share in their excitement as they reach each of these milestones.*

*As the parents of our students, you are an integral part of our Sunshine Family Team and we always appreciate your support and communication with us as we work together to begin your child's lifelong adventure of fun and learning!*

*Our door is always open to you, please feel free to be as involved in your child's educational experience with us as you can and would like to be. All it takes is an email, phone call, or chat with your child's teacher or Miss Debi in the office and we will work together to find a way for you to get involved.*

*We are all looking forward to the year ahead together.*

*Fondly,*

*Miss Janet*

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## 2021-22 SCHOOL CALENDAR

<u>August/September</u>	<u>SCHOOL THEMES</u>	<u>SKILLS</u>	<u>IMPORTANT EVENTS</u>
Sep 6 – Sep 10	Apples	A a	Mon Sept 6- <b>SCHOOL CLOSED</b> Tues Sept 7th First Day of School
Sep 13 – Sep 16	Colors & Shapes	Shapes	Teachers Begin Fall Initial Assessments
Sep 20-Sep 24	Number Fun	Counting	
<b>October 2019</b>	<b>FALL</b>		
Sep 27-Oct 1	Community Helpers	C c	Parent Teacher Conference Prep
Oct 4 – Oct 8	Music	X x	
Oct 11– Oct 15	Fall Leaves	F f	Mon Oct 11 Columbus Day – <b>NO Preschool</b>
Oct 18 – Oct 22	Fall vegetables	P p	
Oct 25– Oct 29	Seasons	More / Less	Picture Day Wednesday 10/27 Fri Oct 29 Halloween Parties & Costume Parade – TT 9:15-10am, RR 10-11am, SF 11am-12pm
<b>November 2019</b>	<b>TURKEYS</b>		
Nov 1– Nov 5	Dinosaurs	D d	FALL - Parent Teacher Conferences Thu Nov 4 NJEA – <b>NO Preschool</b> Fri Nov 5 NJEA – <b>NO Preschool</b>
Nov 8 – Nov 12	Hibernation + Bears	H h	
Nov 15 – Nov 19	Turkeys	K k	
Nov 22 – Nov 26	Thanksgiving Harvest	1-to-1	Wed Nov 24 Thanksgiving Feasts - During Morning Snack - PLEASE SEND LUNCH Thu Nov 25 Thanksgiving – <b>SCHOOL CLOSED</b> Fri Nov 26 Day After Thanksgiving – <b>SCHOOL CLOSED</b>
<b>December 2019</b>	<b>CELEBRATIONS</b>		
Nov 29 – Dec 3	World Celebrations	How Many?	Thur Dec 2 & Fri Dec 3 crazy hair days
Dec 6 – Dec 10	Transportation	E e	
Dec 13-Dec 17	Winter Fun		WED Dec 22 Holiday Parties – TT 9:15-10am, RR 10-11am, SF 11am-12pm
Dec 20 – Dec 24	Family Celebrations		Fri Dec 24 Christmas Eve Holiday – <b>SCHOOL CLOSED</b> Fri Dec 24 through Sun Jan 2 Winter Recess – <b>NO Preschool</b>
<b>January 2020</b>	<b>WEATHER</b>		
Dec 27 – Dec 31	It's a New Year	M m	Fri Dec 31 – <b>SCHOOL CLOSED</b>
Jan 3 – Jan 7	Penguins	W w	
Jan 10 – Jan 14	Snow	U u	
Jan 17 – Jan 21	Winter Sports	S s	Mon Jan 17 ML King Jr. Day – <b>NO Preschool</b>
Jan 24 – Jan 28	Feelings	Q q	Thu Jan 27 and Fri Jan 28 – Pajama Days
<b>February 2020</b>	<b>OUR BODY</b>		
Jan 31 – Feb 4	Valentines	V v	Parent Teacher Conference Prep
Feb 7 – Feb 11	Health & Nutrition	N n	
Feb 14 – Feb 18	Dental Health	T t	Mon Feb 14 Valentine's Day Parties
Feb 21 – Feb 25	Five Senses	I i	Mon Feb 21 President's Day – <b>SCHOOL CLOSED</b>
<b>March 2020</b>	<b>SPRING</b>		
Feb 28 – Mar 4	Pets & Farm Animals	L l	SPRING – Parent Teacher Conferences
Mar 7 – Mar 11	Spring & Growing	Patterns	
Mar 14 – Mar 18	St. Patrick's Day	Y y	Thur Mar 17 Wear GREEN for St Patrick's Day Party & Scavenger Hunts
Mar 21 – Mar 25	Bugs, Butterflies & Birds	B b	
<b>April 2020</b>	<b>OUR PLANET</b>		
Mar 28- Apr 1	Outer Space	O o	TBA - Spring/Graduation Photographs
Apr 4 – Apr 8	Easter Eggs & Bunnies	G g	
Apr 11 – Apr 15	Things that Hatch		Thur Apr 14 Spring Parties
Apr 18 – Apr 22	Earth Week	R r	Fri Apr 15- Sun Apr 24 Spring break - <b>NO PRESCHOOL</b>
Apr 25 – Apr 29	Gardening & Flowers	J j	Fri Apr 15- <b>SCHOOL CLOSED</b> Teachers Prep FINAL Progress Reports
<b>May 2020</b>	<b>FAMILY</b>		
May 2 – May 6	Celebrate Mother's Day		
May 9 – May 13	Animal Families & Zoos	Z z	
May 16 – May 20	All About Me		
May 23 – May 27	Father's Day Fun		
<b>June 2020</b>	<b>END OF SCHOOL YEAR</b>		
May 30 – Jun 3	Preschool Memories		Mon May 30 Memorial Day – <b>SCHOOL CLOSED</b>
Jun 6 – Jun 10	Summer Bucket List + Prep		
Jun 13 – Jun 17	Year End Celebrations & Last Week of Preschool		Last Day of Preschool Jun 17th
Jun 20 – Jun 24	Summer Begins		Summer Begins – Extended Care & Registered Summer Students Only

\*\* All dates and times are subject to change at owner's discretion \*\*

08/09/21



## STAFF QUALIFICATIONS

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. This information may be found in the NJ State Manual of Requirements for Child Care Centers at <https://www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf>.

All staff are required to participate in an orientation class and ongoing training in the areas of child growth and development, educational and physical activity, special needs programming, social-emotional and behavioral development for young children, ADA guidelines, and leadership and advocacy.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the building and programs and services we offer is a private matter between the family and our employee, and is not connected or sanctioned by Miss Janet's Sunshine Schoolhouse.

## QUALITY RATING SYSTEM

Our school is currently enrolled in Grow NJ Kids. Grow NJ Kids, New Jersey's Quality Rating Improvement System, is New Jersey's program to raise the quality of child care and early learning across the state. For parents, it provides information on selecting a quality provider to help them make the most of their kids' early learning opportunities. For child care and early learning programs, it provides resources that help raise their quality and continuously improve their programs.

## EDUCATION GOALS AND CURRICULUM

Our school currently uses the NJ state approved ***Creative Curriculum***<sup>®</sup> in all of our classrooms. The Creative Curriculum is administered by Teaching Strategies, which has developed a **comprehensive, research-based approach is an intentional plan for success.**

Every component is grounded in child development theory and scientific research but they take it one step further. Their resources are not only research-based, they're research-proven—validated in the field and shown to be effective by extensive research conducted by independent researchers. From multi-year efficacy studies to peer-reviewed journal articles and research foundation papers, Teaching Strategies vast body of research proves that you can trust their products to help deliver positive outcomes for all children.

**The Teaching Strategies 38 research-based objectives are at the heart of everything they do and define the path teachers take with the children in their classroom.** The objectives inform every aspect of teaching, include predictors of school success, and are aligned with state early learning guidelines. The 38 objectives for development and learning extends from birth through third grade. They enable teachers to see children's development and learning along a progression that spans the whole of the early childhood years.

## ONGOING CHILD ASSESSMENT

Miss Janet's Sunshine Schoolhouse utilizes the Teaching Strategies GOLD assessment system to track your child's progress throughout the entire time he/she is enrolled in our school, as they progress through each year from September through June, and as they transition to the next classroom in August or September. The assessment results are shared with you during a scheduled Parent/Teacher conference two times a year, as shown on our school calendar. The two scheduled Parent/Teacher conferences are usually held during the first week of November and the first week of March each year. ASQ3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills.



## **CLASSROOM TRANSITION POLICY**

During transition to the next classroom, your child's new teacher has access to all of the information in the GOLD system that has been input from the time your child first began attending the school. Baby Bees infants teachers will prepare a paper transition folder with specific information for the Turtle Tots teacher to know about your child. You are always welcome to request an additional private meeting with your child's new teacher to discuss other concerns or questions you may have during the year. If you are interested in setting up an appointment with your child's teacher, please send an email to the school with this request.

Infant Baby Bees transitioning to Turtle Tots classroom will have the opportunity to meet with their new Turtle Tots teacher, parents are invited too. An email invitation will be sent with the date and time.

## **CELEBRATIONS, HOLIDAY SCHOOL CLOSINGS, PARENT/TEACHER MEETINGS**

All information regarding school celebrations, holidays, school closings, parent/teacher conferences, etc... can be found on the **School Calendar** found on page 4 of this Student Handbook. The School Calendar can also be found on our website at [www.missjanetssunshineschoolhouse.com](http://www.missjanetssunshineschoolhouse.com).

## **ADMISSION & ENROLLMENT POLICY**

All admission and enrollment forms must be completed, registration fee and deposit paid prior to your child's first day of attendance.

An enrollment fee of \$50 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from newborn to 6 years of age.

We make equal educational opportunities available for all children. Children are admitted without regard to race, color, creed, culture, gender, ethnicity, religion, parent/provider political beliefs, parent/provider marital status, sexual orientation, national origin, disability, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be maintained for all enrolled children without the requirement of additional staff or equipment that causes excessive cost to the center, or exceeds NJ State Office of Licensing specified space limitations of classrooms/building.

Miss Janet's Sunshine Schoolhouse believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we require the following documentation: 1) child's physician/specialist must complete and sign a school provided **Care Plan for Children with Special Health Needs** form; 2) a copy of all documentation regarding specialized diagnoses, such as NJ 504, IEP plan, or other documents describing diagnoses and recommended specialized treatment/education plans; if there is an identified need for parent-paid, outside services to come into our center to provide specialized services for child, we need 3) parent written request for permission to have outside contractor, parent-paid, special service provider come in to our center to provide specialized services to child. Once granted, we require the names of all outside personnel, company they work for, and days/hours they will come to provide services for child. All outside personnel coming into the building must provide a photo ID, and proof of clearance for Child Abuse Record Information and Criminal History Record Information background checks.

**Confidentiality** – unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.



# STUDENT ENROLLMENT APPLICATION

**Thank You! We are so glad you have chosen to join our school, please fill out all of the information below and return to the school with the non-refundable registration fee of \$50.00 per child, returning \_\_\_ student is \$25 per child.**

**Student's Name** \_\_\_\_\_ Age \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ M ☐ F ☐  
(First) (Last)

**Nickname:** \_\_\_\_\_ **Child's Age on Oct. 1. :** \_\_\_\_\_ (yr & mos)

**My Child is Registering:** ☐ as an **EXTENDED CARE Student** -start date: \_\_\_\_\_ through \_\_\_\_\_

☐ as a **PRESCHOOL 2019-20 Student** -start date: \_\_\_\_\_ through \_\_\_\_\_

**My Child is:**    ☐ **Potty Trained**                      ☐ **Not Potty Trained**                      ☐ **Infant** (6 wks – 23 mos)

Child's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Name \_\_\_\_\_

E-Mail \_\_\_\_\_ E-Mail \_\_\_\_\_  
 (required for Smartcare access) (required for Smartcare access)

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
(if different than child's) (if different than child's)

City \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ Employer Address \_\_\_\_\_

☐ **PRESCHOOL: Monthly Tuition Payments** – Preschool Students are not expected to attend school during Winter Recess, Spring Break, or on any Holidays (noted as NO Preschool) on the Sunshine Schoolhouse School Calendar. **Morning time slots available two to five days per week for ages 2 years through 4+ years.**

**Days My Child Will Attend:** ☐ Mon. ☐ Tue. ☐ Wed. ☐ Thu. ☐ Fri.

**Turtle Tots = Ages 2-3 years**

### Rainforest Rescuers = Ages 3-4 years

### Sky Flyers Pre-Kindergarten = Ages 4+

☐ 9:00am–11:30am

☐ 9:15am–11:45am

☐ 9:00am–12:00pm

☐ 9:00am–12:00pm (½ hour for lunch)

☐ 9:15am–12:15pm (½ hour for lunch)

☐ 9:00am–12:30pm (½ hour for lunch)

**OR**

☐ **EXTENDED CARE:** **Weekly Tuition Payments** – Extended Care Students are expected to attend and make tuition payments every week throughout the year unless other arrangements are approved by office.

**Days My Child Will Attend:**      ☐ Mon.      ☐ Tue.      ☐ Wed.      ☐ Thu.      ☐ Fri.

**School is open from 7:00 am to 6:00 pm** I will drop off my child at \_\_\_\_\_ am

I will pick up my child at \_\_\_\_\_ pm

**DISCLAIMER:** The school administration will do its best to place your child into the day/time slot you have requested on this form. However, due to limitations in class size, Miss Janet's Sunshine Schoolhouse reserves the right to move your child into an alternate, equivalent day/time slot and place him/her on a waiting list for the requested day/time slot. Openings will then be filled on a first come, first serve basis.

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**STUDENT NAME** \_\_\_\_\_





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sunshine\_schoolhouse@yahoo.com

(First)

(Last)

**EMERGENCY CONTACTS: Authorized Pick-ups (must be 2 people other than parent/guardians, and be 18+ yrs of age)**  
please notify office as soon as you know you will need an emergency contact to pick up your child and please alert emergency contact that we will need to check a photo ID at pick-up (driver's license)

1. \_\_\_\_\_ Cell Phone \_\_\_\_\_

2. \_\_\_\_\_ Cell Phone \_\_\_\_\_

**My child has a CUSTODY AGREEMENT in place:** No ☐ Yes ☐ If YES, you MUST provide us with a copy of the COURT DOCUMENTS in order for us to enforce the requirements needed for your child.

**PARENT HEALTH STATEMENT:** By signing below, I am stating that my child is in good health and can participate in the normal activities of Miss Janet's Sunshine Schoolhouse.

**My child has an IEP or NJ 504 Plan:** No ☐ Yes ☐ If YES, I will provide a copy of the latest plan to Sunshine Schoolhouse.

**I state the following:** ☐ My child has no conditions or specific needs that may require special accommodations at this time.  
☐ My child has specific conditions or needs that may require special accommodations and I have provided Miss Janet's Sunshine Schoolhouse with a professionally written outline of these conditions or needs and what types of special accommodations will be needed below. These are the conditions, special or specific needs, illness, or injuries that Miss Janet's Sunshine Schoolhouse should be aware of and that may require the following special accommodations (may also be given as separate documentation):  
\_\_\_\_\_

**My child has an ALLERGIC REACTION to:** ☐ BEE/INSECT STING ☐ MEDICATION: \_\_\_\_\_

☐ FOOD: \_\_\_\_\_ ☐ FOOD: \_\_\_\_\_ ☐ FOOD: \_\_\_\_\_

**My child requires the following medications for the above named allergies and I have completed a separate Medication Consent Form and will provide these medications, clearly labeled with my child's name from the pharmacy:** \_\_\_\_\_

**Family Doctor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**WAIVER & RELEASE:** By signing below, I grant permission to and agree that the staff of Miss Janet's Sunshine Schoolhouse and/or appropriate medical facility may, in the event of an emergency, take measures as judged necessary for the care and protection of myself or my children while under the supervision of Miss Janet's Sunshine Schoolhouse. In case an emergency transportation unit is deemed necessary, I give my consent to have my child transported to a safe area and I will be prepared to pick up my child or make alternative arrangements for immediate pickup. If needed, they may have my child transported to a medical care facility and authorize the physician of their choosing to provide emergency care such as but not limited to x-ray exam, anesthetic, medical or surgical diagnosis or treatment and hospital care, and I agree that transportation and medical costs that are incurred will be at my own expense. I understand that the staff may need to contact the local emergency resource before myself, other guardian's, physician and/or other acting on behalf of the family can be reached. Further, I hereby release and agree to hold harmless and to indemnify Miss Janet's Sunshine Schoolhouse and it's employees, owners, or volunteers from any claims, losses or expenses incurred on the behalf of me, my children, or others in my family. As a legal guardian of this participant, I hereby verify by my signature below that I fully understand and accept each of the above conditions for participating or for permitting my children to participate in all activities held at and field trips arranged by Miss Janet's Sunshine Schoolhouse.

**CONSENT to PHOTOGRAPH and MEDIA RELEASE:** By signing below I understand and give full permission my child(ren) may be photographed or video may be taken during the course of events at Miss Janet's Sunshine Schoolhouse and I hereby grant permission to Miss Janet's Sunshine Schoolhouse to use photographs or likenesses of my children for **(A)** any publicity or promotional publications, (i.e. website, newspaper ads, bulletin boards, newsletters, programs, brochures, public broadcasting releases, Facebook page, advertising, etc.) and to allow the news media to film and/or photograph programs and activities for broadcast purposes. OR **(B)** any classroom SmartCare Timelines (shared with classroom Parents only), Professional Group Class Photographs which are available to other classroom parents to purchase, and to be used in a child's personal gift to parent only.

- ☐ YES, I understand and give full permission (A) Consent to Photograph and Media Release statements above  
☐ YES, I understand and give limited permission (B) only for SmartCare, Class Group Photographs, and personal gifts  
☐ NO, I do not agree with any part of the Consent to Photograph and Media Release statements above

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



### **CHILD ENROLLMENT PAPERWORK CHECKLIST:**

**All required paperwork must be completed BEFORE OR ON FIRST DAY CHILD BEGINS ATTENDING our school.** Paperwork must be in our possession here at the school, according to NJ State Licensing Law:

#### **Parent Completed and Signed Forms:**

- **Student Application** for current school year
- Signed **Receipt of Student Handbook** for current school year found on [www.missjanetssunshineschoolhouse.com](http://www.missjanetssunshineschoolhouse.com)
- Signed **Parent Receipt of NJ State Policies** for current NJ State Licensing Policies
- **Individual Permission for Medication or Health Care Procedure** completed and signed, along with any prescribed or over the counter item (prescription medications, diaper cream, lip balm, body lotion, cough syrup, sunscreen, etc...) you bring in to us to be applied or administered to your child while in our school. These items must be kept at our school and cannot go back and forth inside your child's daily bag there must be specific dosing and time directions, **as needed is unacceptable** because we are not medical professionals and cannot diagnose when needed.

#### **Physician Completed and Signed Documents:**

- **Universal Child Health Record** form based on child's annual physical on or near child's most recent birthday - must have new form completed each year on or near child's birthday
- Current **Immunization/Vaccination records**
- **Proof of Flu Vaccination** between September 1 and December 31 of 2019 – if no proof given, must give date of Doctor's appointment when vaccination will be given. A Medical Exemption letter dated and signed by a physician is also acceptable proof. A Religious exemption letter that is dated and signed by parents is also acceptable proof.
- **Care Plan for Children with Special Health Needs** if child has any condition requiring medication, special medical or care equipment, or other accommodations at school, such as specific feeding or sleeping requirements that differ from NJ State Licensing approved methods, special or restrictive diets, asthma, food allergy, insect sting allergy, medication allergy, recurring skin rashes (eczema, contact dermatitis...)
- **Emergency Care Plan** if child has allergies to food, medication, insect stings, or medications requiring the use of an EpiPenJr or other allergy medications.
- **Asthma Allergy Action Plan** if child has Asthma related issues requiring the use of a nebulizer or other asthma medications.



## **CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS**

If your child suffers from any condition medical or otherwise that requires special accommodations here at school, such as but not limited to: medication to remain onsite at our school or from a reoccurring illness, such as skin rashes (eczema, contact dermatitis, mouth sores) food allergies, medicine allergies, insect allergies, diarrhea, eye conditions, etc... please have your child's physician complete the **Care Plan for Children with Special Health Needs** so you will not have to pick your child up from school and take your child to the doctor every time a reoccurring illness returns and your child needs medicine. This form would also be used if your child has a developmental or physical delay that would require special accommodations here at school.

## **REQUIRED MANDATORY IMMUNIZATIONS**

The State of New Jersey requires all children attending an early childcare center to have the mandatory immunizations listed below. Every year the Hunterdon County Department of Public Health Nurse comes on a scheduled visit to our school to conduct an Immunization Audit Report. Before that time we must have the following in order to allow your child to attend the school without receiving a significant monetary fine:

- 1) provide proof that at least one dose of the influenza vaccine and other required vaccines were received; or
- 2) provide a physician signed Medical Contraindication for Immunizations letter; or
- 3) provide a Religious Exemption letter

You may either deliver, or email, the above documents directly to us or they can be faxed to our phone number (908) 735-7979 \*\* please call first to alert us that a fax will be coming so we can set the printer to receive a fax, thank you.

Please keep in mind that it is MANDATORY that each child in a preschool/early learning center receive a FLU vaccine by December 31<sup>st</sup> of the current year, otherwise he/she must be excluded from school for the duration of influenza season (March 31<sup>st</sup> of following year) or until they receive at least one dose of the flu vaccine. Also, please note this law is in effect for all preschools and early learning centers, not just ours.

**Required Immunizations:** Diphtheria, Tetanus, Pertussis (DtaP), Polio-Inactivated Polio Vaccine (IPV), Haemophilus B (HIB), Pneumococcal Conjugate, Influenza, Measles, Mumps, Rubella (MMR), Varicella, Hepatitis B

Please make sure you discuss your child's immunizations with your pediatrician and bring a copy for the school.

## **SAMPLE LETTER FOR RELIGIOUS EXEMPTION TO MANDATORY IMMUNIZATIONS**

(Date)

(Name of Parents)

(Full Address)

Dear Sunshine Schoolhouse,

We would like to have our (son/daughter), (Name of Child) exempted from mandatory immunizations because the administration of immunization conflicts with the practice of our religious tenets, our religious belief prohibits the injection of foreign ingredients into our bodies or that of our child.

Sincerely,

(signatures of all parties writing letter) (Typed Names of all signatures appearing above this line)



### **ITEMS NEEDED FOR PRESCHOOL/EXTENDED CARE**

Everything should be labeled with your child's name in permanent marker:

- change of clothes in a zip lock bag – need to be switched out when weather/season changes
- diapers/pull-ups (that open on the sides) and wipes if needed
- daily backpack
- daily peanut/nut free lunch (we can reheat but are unable to cook meals) if scheduled to stay for that time
- **EXTENDED CARE** – children under the age of 4 years, who stay for the full day and require a daily nap, should bring all of the items above with the addition of a weekly set of nap mat crib sheet and blanket – these items are returned at the end of the week and must be laundered and/or replaced on the first day of attendance the following week. **If no nap sheet and blanket are sent in on the first day of attendance each week, you will be charged a \$5 laundering fee per child, because according to NJ Licensing law MJSS must provide a set for you.** If your child does not like to wear his/her shoes at naptime, you can provide a pair of slippers. Child may bring one stuffed animal if needed, however it must stay in cubby or nap bag and may only be brought out for nap period each day.

### **ITEMS NEEDED FOR INFANTS**

Everything should be labeled with your child's name in permanent marker:

- diapers, wipes, and diaper cream if used, to leave at school
- enough bottles, formula, milk and food (we can reheat but are unable to cook meals) for the day (a little extra is welcome) **\*IMPORTANT: Parents must label all bottles with current date (yard sale dot stickers work well for this)**
- under 1 year of age weekly crib sheet and sleepsack, 1+ years weekly crib sheet and blanket. **If no nap sheet and blanket are sent in on the first day of attendance each week, you will be charged a \$5 laundering fee per child, because according to NJ Licensing law MJSS provide a set for you.**
- pacifiers and bibs
- 2 changes of clothes in a labeled zip lock bag

### **INFANT NEW FOOD POLICY**

We request that every child try any NEW food at home first for a minimum of one to five days before adding another new food, and before bringing that food into school to eat for breakfast, snack, or lunch. We ask this especially because this is pediatrician recommended policy and to help cut down on allergic reactions during school.

### **NAPAGE POLICY**

NJ State Mandates that all children under 4 years of age must have a minimum nap or rest period after having been in school for five hours.

Nap time usually begins around 12:30 and continues to 2:45/3 pm. We understand some children will not sleep the entire time, in this case the protocol is as follows:

Minimum 40-60 minute rest period, after 1:30pm if child is still not asleep, the child may:

- read a book quietly on mat, play quietly with a puzzle, or quiet toy
- at 2:30 children may move to table to color with crayons or markers, or do other quiet table activities





## **YOUR CHILD'S CUBBY & IN-SCHOOL STORAGE BAG**

We have new, non-porous storage bags to be used for **all items** brought in by children each day. Each bag will be labeled with a child's name and only that child's items such as sheets/blankets, backpack, coat, scarf, hats, lunch box, etc... should be placed inside. Nothing other than the bags should be hung on the hook labeled for each child, everything should be placed inside the bag to prevent the transmission of germs between items from different children. These non-porous storage bags are not to be taken off the hook or removed from the building for any reason, they are the sole property of MJSS. In the RR and SF classrooms, we ask that you please take home everything in your child's cubby every day. We have students enrolled on different days of the week and sometimes cubbies are shared with multiple students who attend on different days. We often place important communications from your teachers or the office in the cubby.

## **BRINGING ITEMS FROM HOME TO SCHOOL**

We ask that all personal toys and/or stuffed animals and electronic devices stay at home or in your car, other than on Show and Tell days, or a stuffed animal for use during naptime only, because these items often can be a source of discord in the classroom, and we cannot guarantee that they won't be lost or broken. Please explain to your child that show and tell items must be kept in their cubby at all times until the teacher asks him/her to retrieve it. Please discuss this policy with your child before coming to school, so that he/she will understand and not have a hard time dealing with it at school. We do not take any responsibility for any personal items from home that are lost or broken.

## **STUDENT ATTIRE**

NJ State philosophy about going outside is to do so every day for a minimum of 30 minutes unless the weather is under 35 degrees, over 100 degrees, or there are extreme weather conditions. Please make sure your child is always wearing clothes and outerwear appropriate for going outside for long periods in the current season.

## **PUNCTUALITY**

Please do your best to have your child in class and ready to participate by class start time every day. Having your child come in late can be rough on your child because he/she can feel embarrassed or shy about joining his/her class after it has already begun. Not only does your child miss out on important activities with their friends, but also this causes a big distraction from the activities the teachers have in progress with the students who have already begun class, especially during carpet time.

## **LATE PICK UP POLICY**

Please be **ON TIME** to pick up your children at their scheduled pick-up time!

**We have implemented a Late Pick Up Fee Policy:**

If you or your assigned pick up person, will arrive later than your regularly scheduled time:

- 1) please **CALL** us as soon as you know you will be late to pick up your child
- 2) we will allow a one-time emergency late pickup without a monetary fee, but if it becomes a regular occurrence, you will be charged a monetary fee as follows:
  - **\$5 or \$6 per half hour** fee will be charged if you are **more than 5 minutes late**
  - if lateness occurs more than 3 times, we reserve the right to adjust your tuition rate permanently for a later pick up time, but not later than 6pm
  - if after **6:00pm** be prepared to **give the Teachers** watching your child **PAYMENT of \$1 CASH per minute past 6:00pm**

Thank you in advance for understanding the importance of this matter.



### **REPORTING STUDENT ABSENCE**

Please notify the office, either by email or by phone message the night before or the morning before school starts, if your child will **not be attending** that day and the reason why. ***Especially if your child is ill, we need to be aware of what type of illness (fever, vomiting, diarrhea, rash, strep, etc...) so we can be on the look out for symptoms in the classroom or send a note out to parents if several other students are absent for the same reason.*** Refer to COVID POLICY We also like to know even if you are just keeping your child home for non-illness reasons so that teachers do not wait for your child to come in or become concerned about your child's absence.

### **WASHING HANDS AND FACE UPON ENTRANCE TO CLASSROOM**

We would like to ask that all students wash their hands and face upon entering their classroom from outside the building. Baby Bees, Rainforest Rescuers, and Sky Flyer teachers will assist students with this process after parents have helped them into the classroom and said goodbye. Turtle Tots parents may be asked to assist their child in washing their hands and face in the bathroom before entering the classroom.

### **SWITCHING DAYS**

Your child should only attend our school on days he/she is regularly scheduled to attend. However, we understand there are times during the school year when you may be interested in having your child attend on a day when he/she isn't regularly scheduled. If you desire your child to participate during classroom special events or parties, we do want every student to have that option even on days they are not regularly scheduled to attend school, the rules for this are as follows: 1) your child may attend a special event/party only during the specific hours the event is being held in their classroom, and 2) a parent/guardian must be present and watching the child while he/she is on school property or in the building. If you are interested in dropping in for an extra day or switching days, please note that each family is entitled to one free day switch per year. Parent must send an email to school a minimum of 2 days in advance to request a day switch and to see if there is space available in the classroom on the specific day requested, then the school administrator will reply to the email either stating the request is approved or not approved with a reason why and a date when a switch/drop-in might be possible.

### **BIRTHDAY CELEBRATION POLICY**

Miss Janet's Sunshine Schoolhouse loves to celebrate student birthdays, however due to extreme food allergies we ask that you do not send in any food to the classrooms. Instead we will provide an individualized birthday gift t-shirt, light real candles on a pretend birthday cake, and everyone will sing the traditional birthday song to your child. You may optionally send in special plates, cups, napkins, hats, and/or table cloths for the children in the classroom to use during our regular snack. Please do not send in any gifts or goodie bags. If you are planning a birthday party outside of school and would like to invite your child's classmates, you are welcome to send in invitations to put in each child's cubby.

### **INFORMATION TO PARENTS DOCUMENT**

The Information to Parents Document is a separate document accessible on our website:

[www.missjanetssunshineschoolhouse.com](http://www.missjanetssunshineschoolhouse.com) click **For Parents**, click **Click Here** next to **NJ State Licensing Policies** and **Parent Receipt of Information Form**, we **must** receive a signed and dated Parent Receipt of Information Form for every enrolled child.



## **SMART CARE SYSTEM**

We currently utilize SmartCare, a new electronic system designed to make many school interactions between parents, teachers, and school administrators more streamlined on a day to day basis. The SmartCare System has several components to it and we advise each parent to become familiar with these components so information regarding students is easily communicated.

**A. SmartCare Email** – please check the inbox of the email address you entered on your child's Student Application for an email regarding Smartcare. Please open the email and click on the Validate button, to create a password for your email address to be used in SmartCare,

**B. SmartCare Kiosk** – this device is located in the front lobby of the school. All parents/guardians/emergency contacts are required to use this kiosk to sign students in and out of the school on a daily basis.

- **Key Tags** – (MUST be RETURNED on Child's Last Day of Attendance, or drop off, or mail back)
- **SmartCare Parent App on Smart Phone** – download and install the app on either an Android (Google Play) or Apple (iTunes) smart phone

**C. SmartCare Website** – you can go to the SmartCare Website <https://my.smartcare.com/index.html#/login> which can be used instead of or in addition to using the smart phone app.

## **STUDENTS MUST BE SIGNED IN AND OUT ON SMARTCARE KIOSK**

New Jersey state law specifies that when a child is dropped off and picked up to and from an early child care center, a parent/guardian must record the time that these events occur. Please make sure you stop in our front lobby twice each day to sign your child in and out of school using our SmartCare kiosk. To make this process easy for all family members as well as emergency pickup contacts, we suggest some of the following ways to easily have the SmartCare QR Code needed, handy:

1. Smart phone QR Code
2. SmartCare key tags... HINT place on your child's lunch bag or backpack that is brought to school on a daily basis to make accessibility easy for all parents/guardians/emergency contacts
3. Take a photo of the QR Code on the key tag and text or email it to your emergency contacts so they can bring it up on their smartphone when dropping/picking up your child at school.
4. Use the 4-digit code set up on email validation, email school for first 4 digits, enter 8 digit code directly on SmartCare Kiosk.



## **EXTENDED CARE OR PRESCHOOL STUDENT TUITION/ATTENDANCE**

Your child will be designated either as a **PRESCHOOL** or **EXTENDED CARE** student once enrolled in the Sunshine Schoolhouse. The difference being:

**PRESCHOOL** students usually attend between the hours of 9am and 12:30pm only and

- do not attend school on any days labeled with **No Preschool** on our Yearly School Calendar
- if you need your Preschool student to attend our school when they are not normally expected, please contact the office for 1) space availability, and 2) additional tuition fees
- **Preschool** student payment is expected before the 1<sup>st</sup> day of each month, if payment is not received on time we may charge a late fee of \$5 per day your child attends before payment is received, as stated in the Preschool Tuition Agreement

**EXTENDED CARE** students attend anywhere from 7am to 6pm and

- are expected in school every weekday they are regularly enrolled for throughout the school year, except when the school is **CLOSED** for a major holiday
- **Extended Care** student payment is expected on the first day your child attends each week, if payment is not received on time we may charge a late fee of \$5 per day your child attends before payment is received, as stated in the Extended Care Tuition Agreement
- During the holidays and breaks, please look for an email from the Sunshine Schoolhouse regarding your child's expected attendance. We always expect your child to attend, but there are times when he/she will not and we would like to know in advance so we can staff accordingly

## **TUITION PAYMENTS**

Tuition payments may be made in one of four ways:

- **ACH** we would prefer if everyone would utilize the SmartCare Parent Billing feature found both on the SmartCare Parent App (smartphone/tablet) or on computer website, to pay tuition directly to us using American Clearing House or ACH (you do not have to set up AutoPay unless you want to) so you can pay your tuition right from your smartphone or computer without having to write a paper check. A win-win as far as we're concerned, saving you the time and effort of writing paper checks or paying cash. However, if you need to continue to pay with cash or paper checks, we understand, and will still accept payment in that fashion.
- **CASH** should be either given to a staff member, or placed inside the **BLACK MAILBOX** located on the right (when walking into the building) of the front entrance door in the lobby and needs to be placed in a sealed envelope and labeled with child's name and amount inside.
- **CHECK** should be placed inside the **BLACK MAILBOX** located on the right (when walking into the building) of the front entrance door in the lobby, please write in Subject area what month or week date the payment is for. If paying extra moneys, different from usual amount, please include a note or sticky note explaining the details of the check amount (i.e...dates drop-in days/hours, KNO, pizza, etc...)
- **CREDIT CARD** we prefer not to accept Credit Cards at this time through SmartCare, but if you would like, we can continue to put a credit card charge through provided we know in advance and have staff who can use the plug-in device, **IMPORTANT NOTE:** a 3% of your balance due surcharge fee will be added to create a new TOTAL AMOUNT DUE when paying with credit card.





## **STUDENT ABSENCE TUITION PAYMENT POLICY**

### **During the School Year (September - June ):**

**Extended Care Students** – regular attendance all year long except for major holidays, consistent tuition payments should be made on a weekly basis throughout the whole year regardless of student attendance, according to the signed Extended Care Tuition Agreement.

**Preschool Students** – preschool attendance during the school year only and additional non-attending time off (Winter Recess, Spring Break, additional holidays throughout the year, and Summer) has already been built into the monthly tuition rates. Tuition payments should be made on a consistent monthly basis throughout the school year regardless of student attendance, according to the signed Preschool Monthly Tuition Agreement, which is valid through June 19, 2020.

### **During the Summer Weeks Only (June - August ):**

**Extended Care Students with Continued Regular Attendance through Summer** - have the option to pay 50% of regular tuition for 1 week of vacation, **ONLY when EMAIL is sent to us 2 weeks or more before child is absent for vacation**, if notification is less than 2 weeks, 100% of tuition will be due.

**Extended Care Students with No Attendance or Attendance that Differs from Regular School Year through Summer** – **MUST** complete a **Summer 2020 Registration** form identifying **OPTION A, B, or C** as outlined below, along with expected attendance for the entire summer, please return form to the office no later than May 1, 2020:

**- Option A)** \* pay the minimum weekly amount per child below to maintain fall placement, but do not attend the school at all.

**- Option B)** \* pay the minimum weekly amount per child based on **Sunshine Summer Summer Rates** at the level below to maintain fall placement, and for that payment select to either have child attend or not attend, each week for entire summer or just select weeks through the summer, minimum payment must still be made weekly even when not attending.

**Baby Bees -price for BB either (1 Day 9a-3p) or (2 Days 9a-12p)**

**Turtle Tots -price for TT either (1 Day 9a-3p) or (2 Days 9a-12p)**

**Rainforest -price for RR either (1 Day 9a-3p) or (2 Days 9a-12p)**

**Sky Flyers -price for SF either (1 Day 9a-3p) or (2 Days 9a-12p)**

**\* Weekly summer rates above include** summer special event fees, 15% Sibling Discount to lowest enrolled price is still applied.

**- Option C)** un-enroll from school, then no longer need to pay weekly minimum amounts above for summer, but there is a risk of losing fall placement. Keep in mind that \$150 deposit per child will not be refunded, returned, or credited unless the conditions stated in the Extended Care Tuition Agreement are met (see example on following page).



## **EXTENDED CARE - Tuition Agreement**

**Date:** \_\_\_\_\_ (Valid between September \_ through August \_)

**Name of Child:** \_\_\_\_\_

☐ NON-Potty Trained ☐ Potty Trained ATTENDING: M T W TH F Times: \_\_\_\_\_

I understand that an annual REGISTRATION FEE of \$50 (New) \$25 (Returning)  
Waived

is not refundable and is due when the registration form is completed and returned to the school.

I understand that a DEPOSIT of \$150 is due on the first day my child attends Miss Janet's Sunshine Schoolhouse. The deposit is only refundable upon one of the following conditions:

Parent/Guardian must submit a written notice (either email or paper) **90 days prior to the child's last day of attendance** at Miss Janet's Sunshine Schoolhouse (MJSS).

Parent/Guardian must pay any difference due after the funds are applied to final tuition amount, only after all of the following conditions are met:

- child is or will be five years of age by October 1, 2020
- his/her last month of attending MJSS will be in June, July, or August, unless registered for MJSS 2020-21 Before/After Care program
- child will be attending Kindergarten during the 2020-21 School Year

On Enrollment REGISTRATION FEE: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

On Enrollment DEPOSIT: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

I understand that a WEEKLY TUITION PAYMENT in the amount of \$ \_\_\_\_\_ is due on the first school day of each week and is constant throughout the school year unless I am notified otherwise by the office. I understand that all holidays as well as four weather or other emergency days have already been factored into the tuition rates and that no student sick days, family vacation time, or any other student absences (see Student Vacation Tuition Payment Policy) may be removed from weekly tuition payments unless prior approval has been given to me by the office.

I understand a late fee of \$5 may be imposed on a daily basis for payments that are made after the current tuition week, so I will make all payments on time. Payments preferably will be made through the SMARTCARE system; or CHECK payable to Sunshine Schoolhouse and placed in the black mailbox located next to the front door when entering the lobby; or CASH which I will give to a Sunshine Schoolhouse staff member.

I also understand that any bank fee charged to MJSS directly, either because my funds are not available or do not clear my bank account, will be charged back to me on the SmartCare system.

I understand that the Student Absence Tuition Payment Policy is in effect for this contract for the entire year between September through August.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PRESCHOOL - Tuition Agreement

Date: \_\_\_\_\_ (Valid between September \_ through June\_)

Name of Child: \_\_\_\_\_

☐ NON-Potty Trained      ☐ Potty Trained      ATTENDING: M T W TH F Times: \_\_\_\_\_

I understand that an annual REGISTRATION FEE of \_\_\_\_\_ \$50 (New)    \$25 (Returning)  
Waived

is not refundable and is due when the registration form is completed and returned to the school.

I understand that a DEPOSIT of **\$150** is due on the first day my child attends Miss Janet's Sunshine Schoolhouse. The deposit is only refundable upon one of the following conditions:

Parent/Guardian must submit a **written** notice (either email or paper) **90 days prior to the child's last day of attendance** at Miss Janet's Sunshine Schoolhouse (MJSS).

Parent/Guardian must pay any difference due after the funds are applied to final tuition amount, only after all of the following conditions are met:

- d) child is or will be five years of age by October 1
- e) his/her last month of attending MJSS will be in June, July, or August, unless registered for MJSS 2020-21 Before/After Care program
- f) child will be attending Kindergarten during the next School Year

**TUITION PAYMENT SCHEDULE:** On Enrollment REGISTRATION FEE: \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

On Enrollment DEPOSIT: \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

**9 EQUAL MONTHLY TUITION PAYMENTS SEPTEMBER through MAY: \$ \_\_\_\_\_**

I understand that a MONTHLY TUITION PAYMENT is due on the first school day of each month and is constant throughout the school year unless I am notified otherwise by the office. I understand that all holidays as well as four weather or other emergency days have already been factored into the tuition rates and that no student sick days, family vacation time, or any other student absences (see Student Vacation Tuition Payment Policy) may be removed from monthly tuition payments unless prior approval has been given to me by the office.

I understand a late fee of \$5 may be imposed on a daily basis for payments that are made after the first week of the month, so I will make all payments on time. Payments preferably will be made through the SMARTCARE system; or CHECK payable to Sunshine Schoolhouse and placed in the black mailbox located next to the front door when entering the lobby; or CASH which I will give to a Sunshine Schoolhouse staff member.

I also understand that any bank fee charged to MJSS directly, either because my funds are not available or do not clear my bank account, will be charged back to me on the SmartCare system.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **SIBLINGS IN THE BUILDING**

Pick-up and drop-off times can be very challenging each school day and sometimes can be stressful to students. Parents, it is extremely important that you keep all siblings with you at all times while you are in the school (including enrolled siblings you are picking up from another class). Having children in our school uncontrolled and allowed to run around, play with toys that have already been cleaned and put away, in rooms where they are not supposed to be, and possibly touching other students in harmful ways, leads to unsafe conditions for your children and our other students. At different times of the day, our teachers have specific students they are responsible for at that time and any additional, unchaperoned children in the room could cause our center to be in danger of being over NJ state mandated ratios. We cannot take responsibility for watching any extra children who are not enrolled in our school or who are not enrolled in a specific class at that time of day and cannot guarantee the safety of children who are not assigned to be there at that time.

### **PARENTS/ADULTS IN THE BUILDING**

Pick-up and drop-off times do not require signing in to the school, provided the time a parent or other parent-approved adult stays in the building is limited to 10-15 minutes. Whenever a parent/approved adult comes into the building to stay for a special school event they have been invited to, or for any other reason that requires a stay over 15 minutes, they must sign into the building using the clipboard located in the front lobby. At no time should a parent/approved adult be in the building for longer than 15 minutes during school hours (Mon.-Fri. 7am-6pm) when children are present, unless they have signed in for a special school event that they have been invited to attend. NJ State Licensing law requires anyone in the building for any reason other than those stated above, who is ages 14 years or older to complete an employment application, sign a Criminal Disclosure Statement, sign and read NJ State Licensing Policies, pass a Child Abuse Record Information (CARI) background check, pass a Criminal History Record Information (CHRI) fingerprinting check, have a Medical Exam and a Negative Record of Mantoux Results, and go through Orientation Training.

### **DROP-OFF AND PICK-UP OF STUDENTS WHEN SIBLING IS SICK**

Please do not bring a sick sibling into our building when dropping off or picking up your child/student at our center! If your child's sibling is ill, please do not bring the sibling into the building, just ring the front doorbell and transfer the student/child to one of our staff for delivery into his or her classroom. Also, to speed up the pick-up process, please phone ahead to give us your arrival time, if different from what it normally is, and your child will be brought to the front door for you. Thank you for helping us to keep the schoolhouse illness free!

### **DROP-OFF AND PICK-UP OF STUDENTS WHEN PARENT/GUARDIAN IS SICK**

If you, as a parent/guardian or an assigned emergency pick-up contact for one of our students is ill or has been medically confirmed to have any illness such as Influenza/Flu, Fifth's Disease, Coxsackie, Shingles, or any other serious and contagious illness, **please do not enter our building!**

You may bring your child if he/she is not experiencing any of the symptoms of the illness you have been diagnosed with. If your child is healthy, please come to the front door for drop-off, ring the front doorbell, and transfer the student/child to one of our staff for delivery into his or her classroom.

Before arriving to pick-up your child, please phone ahead to give us your arrival time, if different from what it normally is, and your child will be brought to the front door for you. Thank you for helping us to keep the schoolhouse illness free!





### **PEANUT/NUT FREE POLICY**

Miss Janet's Sunshine Schoolhouse is a **peanut and nut free school** due to the severe allergic reaction some of our students can have to these products. Please provide a lunch that does not contain peanut and/or nut products for your child.

Any of the following statements on the label should NOT be sent into school:

- a) manufactured in a facility that handles peanuts/tree nuts**
- b) processed on the same equipment that is used to manufacture peanuts/tree nuts**
- c) may contain peanuts/tree nuts**

**IMPORTANT:** If you send in a **peanut/nut butter substitute (i.e. Sunbutter, Soybutter, etc...)** please attach a note to the actual item that states it is **NOT a peanut/nut containing item**, because it is very hard for us to tell the difference.

### **SCHOOL WEATHER DELAYS / CLOSINGS**

When bad weather occurs the snow and/or ice makes road travel for students, parents, and teachers too dangerous, the school will sometimes have a delayed opening, early closing, or will be closed for the entire day.

We use SCHOOL ANSWERING MACHINE, EMAIL MESSAGE, and CELL PHONE TEXT MESSAGES via REMIND.com to alert you of any delays or closings, but **YOU MUST SIGN UP** to receive them:

1. on your cellphone send a TEXT to **81010**
2. TEXT message should be: **@mjss**
3. REPLY to the confirmation text you receive, TEXT message should be: **your first and last name**

BEFORE trying to drive to the school, please check your cellphone for an updated text or check your email.

**IMPORTANT!** Sometimes, if the weather forecast for the rest of the day states the weather will continue to get worse, Miss Janet may change the message a second or third time... please check your cellphone for a text or check email.

### **EMERGENCY PICKUP NOTICE**

If there is ever a situation where you will need to have your child(ren) picked up by an emergency contact who is on your child application or is not listed on your child application. Please make sure you write a Sunshine Note to notify the school either at drop-off or via phone call or email during the day.

At drop-off please fill out a **SUNSHINE NOTE** (front lobby) to keep on file that your permission was granted and to serve as an alert for the teachers at pick up time.

The note should contain the following information:

- date and time emergency pick up will occur
- child's full name (if siblings, one note suffices for both)
- full name of emergency contact and emergency contact phone number (cell is usually best)
- parent signature

Please prepare your emergency contact by letting them know we will need a photo ID ready for inspection at pick up time, regardless of whether it is a family member or not.



1234 Rte 31 North ~ Lebanon, NJ 08833 ~ (908) 735-7979

www.missjanetssunshineschoolhouse.com

sunshine\_schoolhouse@yahoo.com

## SUNSHINE NOTE



## SUNSHINE NOTE

Please give this to your child's caregiver once completed.

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

CLASS:                      TT                                      RR                                      SF

MY CHILD WILL:

☐ I GIVE PERMISSION FOR MY CHILD TO BE PICKED UP BY:

\_\_\_\_\_ @ \_\_\_\_\_ AM / PM

The person named above is on my emergency contact list and: ☐ HAS ☐ HAS NOT picked my child up before, and upon entrance, will provide a picture ID for identification purposes.

☐ LAST NIGHT WAS FEELING: \_\_\_\_\_

\_\_\_\_\_

☐ THIS MORNING WAS FEELING: \_\_\_\_\_

\_\_\_\_\_

☐ PLEASE CONTACT ME IF: \_\_\_\_\_

\_\_\_\_\_

☐ OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **BITING POLICY**

Safety of children in the classroom is the number one priority here at MJSS and there are specific guidelines in place to protect the health and well-being of every child in our center. However, before the age of three, when a child is learning how to verbally communicate, they do so in many non-verbal ways such as, crying, laughing, imitating, hitting, pushing, taking items from one another, and sometimes biting. The following is our biting policy for all children in our center:

- If a child of any age bites any other person three times in one day, it is determined by MJSS staff that the child is upset and not feeling well, the child will be sent home and may return on his/her next regularly scheduled day. A meeting with the child's parents will be requested within the week, to discuss a behavior plan to help the child learn to use proper communication methods.
- If a child of any age bites any other person three times in one week, a meeting with the child's parents will be requested to discuss a behavior plan to help the child learn to use proper communication methods.
- If a child of any age fails to adjust his/her biting behavior after a period of one month during which the plan previously set up with the child's parents has been intensively executed by all parties, MJSS will ask the parents of the child to send their child for professional evaluation. Professional evaluation is at the expense of the parents and for a child any age could be to Applied Behavioral Counseling for Home Based Behavioral Therapy, under three years of age could be to Early Intervention at [www.nj.gov/health/fhs/eis/for-families/](http://www.nj.gov/health/fhs/eis/for-families/). For children three years of age and older, the child could be referred to his/her future school district Child Study Team, as determined by the home address of the child.
- If it is finally determined that a child three years of age or older is not adjusting to any professionally diagnosed suggested therapies, and the biting behavior continues past three months, and continues to cause an unsafe environment in the classroom, Miss Janet's Sunshine Schoolhouse reserves the right to begin the child expulsion process at the owner's discretion.

## **POTTY TRAINING POLICY**

Once you feel your child is ready to begin potty training at our school, please notify your child's teacher and put a plan in email for us to follow - for example:

***Dear Miss Janet's Sunshine Schoolhouse, our son is beginning potty training today and we are sending him in to school with big boy underwear on.***

***We have already taught him to alert us that he has to go "peepee" but please try to ask him every 30-40 minutes if he has to go. We have taught him how to pull his own pants and underwear down and pee pee (standing up / sitting down / using a potty seat / using a regular toilet seat) at this time he is still working on poop on the potty and we will let you know when he is able to do so at home.***

***We are sending in 3 extra sets of clothing (underwear, shirt, pants, socks, shoes) in case he has any accidents and pull-ups for naptime as he hasn't mastered that yet. Please let us know how it is going or if you need anything else.***

***Sincerely,***

***Dad & Mom Parent***

We will use potty charts to track your child's progress and will have mini-dance parties when he/she is successful on the potty. This is always a team effort and we will share tips and successes with you as we hope you will also do with us.



## **EXPULSION POLICY**

NAME OF CENTER: MISS JANET'S SUNSHINE SCHOOLHOUSE (MJSS)

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may decide to expel or suspend a child from this center:

### **IMMEDIATE CAUSES FOR EXPULSION:**

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

### **PARENTAL ACTIONS FOR CHILD EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete and send in forms required by NJ State Department of Children and Families Office of Licensing and Department of Public Health.
- Habitual tardiness when picking up child.
- Verbal abuse to staff.
- Insisting on, or requiring staff to take action with any enrolled child in a manner that is not acceptable by federal or state law and/or that goes against any MJSS policy, written or unwritten.

### **CHILD'S ACTIONS FOR EXPULSION:**

- The child is at extreme risk of causing life-threatening injury to other children or himself/herself.
- Ongoing severe physical or verbal abuse to staff or other children.
- Uncontrollable tantrums/ angry outbursts lasting longer than half an hour.
- Excessive biting (three times in one day, or three or more times in one week) by a child aged three years or older.

### **SCHEDULE OF EXPULSION:**

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

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- |   |  |
|---|--|
| • Try to redirect child from negative behavior.                               | • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.                                 |
| • Reassess classroom environment, appropriateness of activities, supervision. | • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. |
| • Always use positive methods and language while disciplining children.       | • Give the parent literature or other resources regarding methods of improving behavior.   |
| • Praise appropriate behaviors.   | • Recommend an evaluation by professional consultation on premises.  |
| • Consistently apply consequences for rules.                                  | • Recommend an evaluation by parent local school district study team.  |
| • Give the child verbal warnings.   |  |
| • Give the child time to regain control.                                      |  |
| • Document the child's disruptive behavior and maintain confidentiality.      |  |

### **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements, prior to the date of expulsion notification.
- Reported abuse or neglect occurring at the center, prior to the date of expulsion notification.
- Questioned the center regarding policies and procedures.
- Has not been given sufficient time (approximately one to two weeks' notice depending on the risk to other children's welfare or safety) to make other child care arrangements.





## **POLICY ON THE RELEASE OF CHILDREN**

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

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

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

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

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

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

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



## **POSITIVE GUIDANCE AND DISCIPLINE POLICY**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

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

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



## **POLICY ON METHODS OF PARENTAL NOTIFICATION**

There are times when parents need to be notified of a situation, sometimes immediately involving their child while the child is present at Miss Janet's Sunshine Schoolhouse and other times with information that is not time sensitive. There are multiple methods our staff may utilize to communicate with parents, this policy will provide information on which methods will be used for which types of incidents or need.

### **Types of Communication and Situations used in:**

**Phone calls and/or Teacher sends Cellphone Text, Verbal Discussion at pickup, Accident Report** – must be signed by parent at pickup:

- A child becomes ill and is displaying illness and symptoms of illness (please refer to the policy on Communicable Disease Management for specific symptoms).
- A child has been bitten by another child, skin is broken and blood or other fluid is present, the parent(s) must be notified shortly thereafter first aid has been administered to the child and an Accident Report has been completed and signed by all staff members who witnessed the accident and applied first aid.
- A child has fallen from a height greater than himself/herself, head injury involving broken skin or large swelling/bruising, if a child is unresponsive (will not wake), any injury requiring professional medical care and requires a call to **911**.

**Smartcare Timeline** – teachers enter on child's Smartcare timeline, parents are responsible for reading entries:

- A child has been injured from the shoulders and above (neck and head) and the child appears to have not suffered a severe injury.
- A child is at risk of causing serious injury to other children or himself/herself. A child fails to adjust after a reasonable amount of time. A child has uncontrollable tantrums/angry outbursts. A child continues to present ongoing physical or verbal abuse to staff or other children. A child is biting or has been bitten but the skin is not broken. (Please refer to the Expulsion policy for more specific information).

**Remind Text** – parents must sign up to receive: use cellphone to send text message @mjss to **81010**:

- Notifications of Emergency School Closings or School will have a Delayed Opening.

**E-mail** - director/owner or teacher communications, parents are responsible for checking email

- Schedule appointment with child's teacher, center director, and/or owner for any reason
- Sign-up-genius appointment for Parent/Teacher Conferences (offered twice per school year)
- Sign-up-genius – for bringing in items for parties
- Advance notifications of any field trips, calendar changes, scheduled school closed reminders. notification of illness, or other information needed from parents regarding child. Field trip notification will include the means of transportation and the company providing the service. The school must receive a signed permission slip in order for children to attend any field trip.
- Finance and Tuition Payment issues.

**Verbal discussions at drop-off or pickup** – with any staff member, regarding any questions or concerns

**Classroom Whiteboard** – each classroom has a whiteboard with weekly lesson plans and important information

**Hallway Bulletin Board** – contains all important documents NJ State Licensing requires for posting, important parent resources, and informational brochures

**Entrance Door Signs and Printed Notifications** – taped to front doors or in entrance lobby – very important notices regarding current general events

**School Calendar and/or Summer Calendar** – Scheduled events throughout the year

The center makes arrangements for the handling of visits or phone calls from parents either for the Director, the Owner, or other designated staff member when both the Director and Owner are not present at the center. Any messages received shall be relayed to the Owner or Director in writing or by phone call or text by the end of the following business day.





## **POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA**

### **All Social Media including but not limited to Facebook, Instagram, and Snapchat**

Miss Janet's Sunshine Schoolhouse has a school Facebook© page and welcomes you to join it to see what is going on in our school!

However, we are asking parents of students in our school to please adhere to and understand our Sunshine Staff Social Media Policy. School staff is not allowed to send or accept Facebook, Instagram, Snapchat, or other Social Media Friend Requests from parents of students enrolled in our school. So we are respectfully asking you to do the following:

- 1) PLEASE DO NOT SEND FRIEND REQUESTS TO OUR STAFF so as not to put our staff in the uncomfortable position of having to deny your request.
- 2) PLEASE DE-FRIEND ALL STAFF that you may already be “friends” with on any social media or do not be surprised if our staff de-friends any student parents/family members they may already be friends with on social media such as Facebook, Instagram, Snapchat, etc..

### **Please DO NOT TEXT OR EMAIL our Teachers on their personal cell phones/email addresses**

Sometimes our teachers cannot reach a parent in the event they must communicate important information during the school day, and the parent is unable to receive a phone call at that time. The teacher is only allowed to text a parent using their personal cellphone in this type of situation. A parent may of course reply by sending a text back to the teacher. However, **we respectfully request that parents do not text or email our teachers on a regular basis or to share important information regarding their child.** By not following the proper protocol, parents inadvertently create a situation that may cause important information regarding their child to not be passed on to the appropriate teacher in school that day. All communications for teachers regarding care of students MUST be communicated by utilizing one or all of the following: 1) parent personally writes and signs a Sunshine Note, or 2) parent may send an email to the school at [sunshine\\_schoolhouse@yahoo.com](mailto:sunshine_schoolhouse@yahoo.com), or 3) parent may call the main school phone number at (908) 735-7979 and verbally leave a message. These are the only ways we can guarantee that important information is shared with the proper teacher throughout each day.

### **Photograph Sharing through Social Media**

When each family enrolls their child here at MJSS, they are able to select what **we** are allowed to do with their child's photograph when it is taken here at school by one of our teachers. However, there are many opportunities throughout the year when parents of other children may be in the school and enjoy photographing their child in the classroom, sometimes with their friends and classmates. **Any photographs taken at MJSS that include children other than your own, are absolutely NOT TO BE SHARED on any type of Social Media, including but not limited to Facebook, Instagram, Snapchat or any other type of photo sharing application.**

### **Television and Computer or iPad Use**

Miss Janet's Sunshine Schoolhouse provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. MJSS follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at MJSS, under the age of two, will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using a computer or iPad. For children aged two and older who are in care less than or more than four hours per day, television screen time is limited to educational use only, at a maximum of once per month for no more than a 30 minute session which must be teacher led, with breaks for discussion and interpretation of the material. iPad use is limited to one time per day for a maximum time-frame of 15-20 minutes per child per day, except for school-age children who are completing homework, school work, or supervised enrichment activities.



## **POLICY ON COMMUNICABLE DISEASE MANAGEMENT**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home. Parents must arrange to have the child picked up within an hour.

\* In instances marked with an asterisk, the exclusion period for the child will be for the remainder of the current day and the entirety of the following child care center day.

# In instances marked with a hashtag, a Doctor's note stating the condition the child is diagnosed with and that the child is no longer contagious to others and safe to return to school, will be required to return to school the following day.

- Severe pain or discomfort on any area of the body that prevents the child from participating in regular daily activities of class, for any reason
- 1 or more instances of diarrhea – characterized as a change to a looser/watery consistency within a period of 24 hours \*
- Acute vomiting – not caused by coughing, choking, excessive crying, or spit-up in infants \* #
- Elevated temperature of 100.0 degrees Fahrenheit or higher utilizing the school thermometer, including the 24 hour period prior to drop-off (a child is not considered to be fever free if he/she had a fever and is taking a fever reducing medication within the last 24 hours) \* #
- Lethargy that prevents the child from participating in regular daily activities of class, for any reason
- Strep throat - severe coughing, or sore throat, white patches on throat or tonsils #
- Yellow eyes or jaundiced skin #
- Red eyes with discharge #
- Unidentified, infected, untreated skin patches #
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes \* #
- Skin lesions that are weeping or bleeding, have not been treated by a physician, and are not covered with bandages and clothing #
- Mouth sores with drooling #
- Stiff neck or swollen joints #
- Enlarged lymph nodes as determined by sight or touch #
- Blood in urine #
- Influenza, Measles, Mumps, Scarlet fever, Ringworm, Roseola, Thrush, Tuberculosis, Bronchitis, Chicken Pox, Cocksackie Virus (Hand, Foot, + Mouth Disease), Croup, Fifth Disease, Impetigo, Lice, Scabies \* #

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





## EXCLUDABLE COMMUNICABLE DISEASES

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

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

## COMMUNICABLE DISEASE REPORTING GUIDELINES

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

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

### **Confirmed or Suspect Cases we MUST REPORT IMMEDIATELY to the Local Health Department:**

- Anthrax
- Brucellosis
- Hepatitis A, acute
- Measles
- Pertussis
- Poliomyelitis
- Rubella
- Smallpox
- Foodborne intoxications (ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- Haemophilus influenza, invasive disease
- Hantavirus pulmonary syndrome
- Viral hemorrhagic fevers (Ebola, Lassa, Marburg viruses)
- Botulism
- Diphtheria
- Influenza – novel strains
- Meningococcal invasive disease
- Plague
- Rabies (human illness)
- SARS-CoV disease (SARS)
- Tularemia
- Outbreak or suspected outbreak of illness (foodborne, waterborne, nosocomial disease, or a suspected act of bioterrorism)

### **We MUST REPORT within 24 HOURS to the Local Health Department:**

- Amoebiasis
- Arboviral diseases
- Campylobacteriosis
- Creutzfeldt-Jakob disease
- Cyclosporiasis
- Ehrlichiosis
- Giardiasis
- Legionellosis
- Listeriosis
- Malaria
- Q fever
- Rubella, congenital syndrome
- Shigellosis
- Streptococcal toxic shock syndrome
- Tetanus
- Trichinellosis
- Varicella (chickenpox)
- Viral encephalitis
- Hepatitis B, including newly diagnosed acute, and chronic infections
- Staphylococcus aureus, with intermediate-level resistance or high-level resistance to vancomycin only
- Animal bites treated for rabies
- Babesiosis
- Cholera
- Cryptosporidiosis
- Diarrheal disease (day care centers and foodhandlers)
- Escherichia coli, shiga toxin producing strains (STEC)
- Hansen's disease
- Influenza-associated pediatric mortality
- Lyme disease
- Psittacosis
- Rocky Mountain spotted fever
- Salmonellosis
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Toxic shock syndrome
- Typhoid fever
- Vibriosis
- Yellow fever



## **HEALTH CARE & MEDICATION ADMINISTRATION POLICY**

Our center must tell parents about our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

Our center will give prescription medication or health care procedures to a child with a short-term illness. Our center will give over-the counter (non-prescription) medication or health care procedures to a child if required by the child's health care provider.

Our center will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs. Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or a health care procedure.

***Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration.*** If a child may need a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must provide a Physician completed, Sunshine School **Asthma Treatment Plan, Allergy Action Plan EPI-Pen, or a Medication Consent Form**. Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication including antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) with the exception of topical (skin) preparations (such as sunscreen and diaper rash cream). Also, please let us know who can provide appropriate training for our staff, and how we can contact the health care provider.

Medication or health care procedures will only be given by authorized staff who are informed of the child's medication and health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

**IMPORTANT:** We ask that you make sure to ask your teacher to help you sign out any medications you've sent in for your child during the school year before taking them home with you. You will be notified by email and phone call if you've left any medications in our school after your child is no longer enrolled in our program. If we have not heard from you within a 90 day period, the medications will be disposed of properly.



## **SECURITY POLICY**

For the SAFETY of every child who attends the Sunshine Schoolhouse for all parents/guardians/emergency contacts of children attending Miss Janet's Sunshine Schoolhouse.

1. Any parent/guardian/emergency contact picking up a child from our school must be prepared to do the following:
  - a) show ID at the front door and while a staff member checks to make sure the correct person is picking up the child.
  - b) wait outside while a staff member who recognizes the parent/guardian/emergency contact can come to the door.
2. Only specifically assigned Sunshine Schoolhouse staff members are allowed to open the front door - please do not be upset if you see someone inside who is not opening the door for you.
3. Please do not hold the door open for another parent/guardian/emergency contact who is behind you and obviously coming to the door to pick up their child, our staff must clear each person who is let into the building.

Please remember, this policy has been put into effect for the safety of every child who attends our school, including yours.

## **SCHOOL EMERGENCY EVACUATION**

In the event the Sunshine Schoolhouse needs to be evacuated for any reason, please check for any texts, emails, or voicemails. There may also be a notification through Smartcare.

## **PIZZA FRIDAY LUNCH**

We offer an optional Pizza Friday lunch program for students who are registered to eat lunch here on Friday's.

Take a break from preparing lunch on Fridays!

COST: BB = \$2 per week (no dessert is served) for older students in TT/RR/SF = \$3 per week

INCLUDES: 1 full slice of pizza (cut in half) from Natale's Pizzeria  
serving of fruit  
dessert/snack

This is a YES or NO program, we are happy to offer you one trial week for \$3, but then a decision must be made and your child will either be enrolled or not enrolled. You may cancel at any time by emailing the school and asking to be unenrolled from the pizza program. However, we cannot change and track on a weekly basis. Once enrolled, a weekly charge will be added to your SmartCare account and payment may be made through Smartcare, by check, or with cash.

If you would like to enroll your child in our Pizza Friday program, please send an email to the school.



## **BREASTFEEDING AND INFANT FEEDING POLICY**

Miss Janet's Sunshine Schoolhouse encourages the following recommendations for promotion of breastfeeding and infant feeding practices:

- Breastfeeding mothers will have a clean, welcoming place to breastfeed or express their milk.
- A refrigerator and freezer will be made available for the storage of expressed milk.
- A mother's milk is for her child only. No infant is fed the expressed human milk of another infant's mother.
- Formula fed infants, under 1 year of age, drink the formula provided by their parents. Cow's milk is not fed to children under 1 year of age.
- Formula mixed with cereal, fruit juice, or any other foods will not be served unless written instructions are provided by the child's pediatrician.
- Infants are not permitted to have bottles in the crib and will not be allowed to carry a bottle while standing, walking, or running around.
- A plan to continue breastfeeding and introduce age-appropriate solid foods (complementary foods, must be soft in consistency and cut into pieces no larger than ½ inch to prevent choking\*) will be made between the child's parents and pediatrician to begin during the second half of the child's first year. If the parent/pediatrician plan deviates from standard practices according to the recommendations of the American Academy of Pediatrics\* a doctor's note from the pediatrician is required.
- All foods parents send in for their children must have been tried and eaten a minimum of three times by the child at home before being sent in to school, this is to lower the chance of allergic reactions at school.
- School staff members will encourage and support breastfeeding mothers.
- Infants will always be held for bottle feeding.



## **CHILD NUTRITION POLICY**

Miss Janet's Sunshine Schoolhouse encourages the following recommendations for promotion of healthy eating and nutrition:

- All meals and snacks served to children will meet the requirements of the Child and Adult Care Food Program (CACFP/USDA meal guidelines).
- Children in care for 8 or fewer hours in one day will be offered at least one meal (parent provided) and two snacks (center provided).
- Children in care more than 8 hours in one day should be offered at least two meals (parent provided) and two snacks (center provided).
- Food is not offered as a reward or denied as punishment.

Foods provided by parents should follow these recommendations - please see USDA Meal Guidelines on following pages:

- High-fat products (containing >35% of calories from fat), high-sugar products (containing >35% of calories from sugar), and salty foods are avoided.
- Whole grain breads, pastas, and grains are served.
- Developmentally appropriate servings of protein such as lean meat, skinless poultry, fish, cooked beans or peas, eggs, yogurt, or cheese are recommended.
- Developmentally appropriate servings of vegetables and fruit.
- Staff members will encourage children to try developmentally appropriate servings of a wide variety of fruits and vegetables, with no added fat.

Beverages provided by parents should follow these recommendations:

- Drinking water is available throughout the day indoors and outdoors.
- Children younger than 12 months do not receive cow's milk unless the child's pediatrician gives a written exception and direction to do so.
- Children between 12 and 24 months of age are provided whole milk or reduced fat (2%) milk for meals, unless they are consuming breast milk or have a doctor's note for prescribed formula.
- Children 2 years and older are served nonfat (skim) or low-fat (1%) milk for meals.
- Children between 1 and 6 years of age receive no more than a total of 4 to 6 ounces of 100% juice per day.
- No child will be permitted to drink high sugar beverages or beverages containing sugar substitutes at any time while on school premises. Sugary drinks are a major contributor to the obesity epidemic. This refers to any beverage with added sugar or other sweetener, and includes soda, fruit punch, lemonade and other "ades," sweetened powdered drinks, and sports and energy drinks.





### **INFANT (0 to 11 months) MEALS SAMPLE MENUS**

- Only breastmilk and infant formula are served to infants 0 through 5 months.
- Solid foods are gradually introduced around 6 months of age, as developmentally appropriate.
- No juice, cheese food, or cheese spread is to be served at any time.
- Ready to eat cereal is allowed only when infant is developmentally ready, for infants 6 through 11 months.
- All serving sizes are minimum quantities of the food components that are required to be served.
- A vegetable or fruit, or both, is to be served at snack for infants 6 through 11 months, can be mashed, or cut into small ¼" pieces.

**SAMPLE FRUIT CHOICES:** bananas, apples, peaches, pears, grapes, applesauce, strawberries, raspberries, black raspberries, blueberries, cherries, apricots, melon, cantaloupe, clementine, oranges, kiwi, pineapple, watermelon, tangerine, tomato, plums.

**SAMPLE VEGETABLE CHOICES:** peas, mixed vegetables, beans, asparagus, avocado, broccoli, cauliflower, butternut squash, cooked carrots, green beans, peppers, pumpkin, sweet potato, yam, zucchini.

	<b>0-5 MONTHS</b>	<b>6-11 MONTHS</b>
Breakfast	4-6 fl oz breastmilk or formula	6-8 fl oz breastmilk or formula 0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both
Lunch or Dinner	4-6 fl oz breastmilk or formula	6-8 fl oz breast milk or formula 0-4 tbsp infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both
Snack	4-6 fl oz breastmilk or formula	2-4 fl oz breastmilk or formula 0-½ bread slice; or 0-2 crackers; or 0-4 tbsp infant cereal or ready-to-eat cereal* 0-2 tbsp vegetable, fruit or both



### **CHILD (1 to 12 years) MEALS SAMPLE MENUS**

- Juice is limited to once per day.
- At least one serving of grains per day must be whole grain-rich.
- Grain-based desserts no longer count towards the grain component.
- Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).
- Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week.
- Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.
- Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children with medical or special dietary needs.
- Yogurt must contain no more than 23 grams of sugar per 6 ounces, and may NOT be served in place of milk.
- All serving sizes are minimum quantities of the food components that are required to be served.

**MILK CHOICES:** Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old, and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years and older.

**SAMPLE FRUIT CHOICES – under 2 years skin removed & small ¼” pieces, 3+ years ½” to 1” bite size:** bananas, apples, peaches, pears, grapes, applesauce, strawberries, raspberries, black raspberries, blueberries, cherries, apricots, melon, cantaloupe, clementine, oranges, kiwi, pineapple, watermelon, tangerine, tomato, plums.

**SAMPLE VEGETABLE CHOICES – under 2 years cooked, mashed, or small ¼” pieces, 3+ years ½” to 1” bite size:** peas, mixed vegetables, beans, asparagus, avocado, broccoli, cauliflower, butternut squash, cooked carrots, green beans, peppers, pumpkin, sweet potato, yam, zucchini.

**SAMPLE GRAIN CHOICES – aim for whole grain choices if possible:** cereal, pancakes, oatmeal, muffins, noodles, bread, taco shell, crackers, biscuit, rice, pizza crust, soft pretzel, mac & cheese, corn bread, pumpkin bread, cinnamon bun, english muffin, breadsticks.

**SAMPLE MEAT/ MEAT ALTERNATE CHOICES:** beef, chicken, pork, turkey, ham, tuna, tofu, fish, beans, cheese, eggs, sunflower seed butter, nonfat high protein yogurt

	<b>1 – 2 YEARS</b>	<b>3 – 5 YEARS</b>	<b>6 YEARS +</b>
Breakfast	→ ½ cup Milk_ (1 years) Unflavored Whole Milk, (2 years) Unflavored Low-Fat or Fat-Free Milk → ¼ cup Vegetables, Fruit, or both → ½ oz Grains	→ ¾ cup Milk Unflavored Low-Fat or Fat-Free Milk → ½ cup Vegetables, Fruit, or both → ½ oz Grains	→ 1 cup Milk Unflavored Low-Fat or Fat-Free, OR Flavored Fat-Free Milk → ½ cup Vegetables, Fruit, or both → 1 oz Grains
Lunch or Dinner	→ ½ cup Milk_ (1 years) Unflavored Whole Milk, (2 years) Unflavored Low-Fat or Fat-Free Milk → 1 oz Meat/Meat Alternate → ⅛ cup Vegetables → ⅛ cup Fruit → ½ oz Grains	→ ¾ cup Milk Unflavored Low-Fat or Fat-Free Milk → 1 ½ oz Meat/Meat Alternate → ¼ cup Vegetables → ¼ cup Fruit → ½ oz Grains	→ 1 cup Milk Unflavored Low-Fat or Fat-Free, OR Flavored Fat-Free Milk → 2 oz Meat/Meat Alternate → ½ cup Vegetables → ¼ cup Fruit → 1 oz Grains



Snack (select 2 of the 5 components for snack)	→ ½ cup Milk_ (1 years) Unflavored Whole Milk, (2 years) Unflavored Low-Fat or Fat-Free Milk → ½ oz Meat/Meat Alternate → ½ cup Vegetables → ½ cup Fruit → ½ oz Grains	→ ½ cup Milk Unflavored Low-Fat or Fat-Free Milk → ½ oz Meat/Meat Alternate → ½ cup Vegetables → ½ cup Fruit → ½ oz Grains	→ 1 cup Milk Unflavored Low-Fat or Fat-Free, OR Flavored Fat-Free Milk → 1 oz Meat/Meat Alternate → ¾ cup Vegetables → ¾ cup Fruit → 1 oz Grains
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### **PLAYGROUND SAFETY POLICY**

Miss Janet's Sunshine Schoolhouse continues to adhere to NJ State Licensing ratios when out on the playground. MJSS utilizes monthly Playground Safety Checklists to ensure that all areas of the playground are properly maintained and safe for children at all times. An annual playground safety checklist is done each year to ensure our playgrounds adhere to the National Program for Playground Safety guidelines found at [www.playgroundsafety.org](http://www.playgroundsafety.org).

### **LET'S MOVE CHECKLIST**

Miss Janet's Sunshine Schoolhouse has completed the Let's Move Checklist which reflects our desire to help kids build good habits by ensuring our program is a healthy environment for children and their parents to learn the five key goals to help prevent childhood obesity: 1) Nurture Healthy Eaters, 2) Provide Healthy Beverages, 3) Get Kids Moving, 4) Reduce Screen Time, and 5) Support Breastfeeding. To learn more, go to [www.healthykidshealthyfuture.org](http://www.healthykidshealthyfuture.org).

### **PHYSICAL ACTIVITY POLICY**

Miss Janet's Sunshine Schoolhouse ensures that each child has experiences that support their physical well-being and motor development. As such, children are provided with daily structured and unstructured developmentally appropriate indoor and outdoor energetic physical activity for a combined time-frame of at least 60 total minutes per day. Gross motor activities will not be restricted to outside play but will be integrated among all learning areas and experiences and will include but will not be limited to the following: walking, skipping, balancing, jumping, climbing, games and activities such as dancing, exercise, music and movement, clapping and stomping, follow the leader and others.

Our center makes every effort to ensure that all children including those with special needs have opportunities for physical activity. Children with limitations will have activities modified based on their individual needs. Activities will be designed in a way that all children can participate, be successful, gain skills, confidence and feel like part of the group.

Children will have opportunities for free play during the day, however structured play activities will also be provided. We will provide sufficient equipment so each child can maximally participate. We will try to minimize the use of games where children have to wait their turn to complete the activity. We enhance participation by modifying games where children are eliminated from play. We do our best to avoid games or activities where children are required to passively sit, listen or wait.



## **HEALTH AND SAFETY POLICIES & PROCEDURES**

(1) *Facilities*. All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:

- (i) Meet NJ State licensing requirements in accordance with [www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf](http://www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf).
- (ii) Clean and free from pests;
- (iii) Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety;
- (iv) Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;
- (v) Well lit, including emergency lighting;
- (vi) Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies;
- (vii) Free from firearms or other weapons that are accessible to children;
- (viii) Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities; and,
- (ix) Kept safe through an ongoing system of preventative maintenance.

(2) *Equipment and materials*. Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:

- (i) Be clean and safe for children's use and are appropriately disinfected;
- (ii) Be accessible only to children for whom they are age appropriate;
- (iii) Be designed to ensure appropriate supervision of children at all times;
- (iv) Allow for the separation of infants and toddlers from preschoolers during play and,
- (v) Be kept safe through an ongoing system of preventative maintenance.

(3) *Background checks*. All staff have complete background checks in accordance with NJ State Licensing.

(4) *Safety training*. (i) *Staff with regular child contact*. All staff with regular child contact have initial orientation training within two weeks of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:

- (A) The prevention and control of infectious diseases;
- (B) Prevention of sudden infant death syndrome and use of safe sleeping practices;
- (C) Administration of medication, consistent with standards for parental consent;
- (D) Prevention and response to emergencies due to food and allergic reactions;
- (E) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
- (F) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
- (G) Emergency preparedness and response planning for emergencies;



- (H) Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
- (I) First aid and cardiopulmonary resuscitation; and,
- (J) Recognition and reporting of child abuse and neglect.

(5) *Safety practices.* All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

- (i) Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, local, and tribal laws;
- (ii) Safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, and for children under 12 months, soft bedding materials or toys must not be used;
- (iii) Appropriate indoor and outdoor supervision of children at all times;
- (iv) Only releasing children to an authorized adult, and;

(6) *Hygiene practices.* All staff systematically and routinely implement hygiene practices that at a minimum ensure:

- (i) Appropriate toileting, hand washing, and diapering procedures are followed;
- (ii) Safe food preparation; and,
- (iii) Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.

(7) *Administrative safety procedures.* Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:

- (i) Emergencies;
- (ii) Fire prevention and response;
- (iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness;
- (iv) The handling, storage, administration, and record of administration of medication;
- (v) Maintaining procedures and systems to ensure children are only released to an authorized adult; and,
- (vi) Child specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.





### **MEDICAL HOME POLICY**

Miss Janet's Sunshine Schoolhouse, must follow all NJ State Licensing requirements as stated in the Manual of Requirements for Child Care Centers found at [www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf](http://www.state.nj.us/dcf/providers/licensing/laws/CCCmanual.pdf). All students enrolled in MJSS must have a physician completed and signed Universal Child Health Record, a copy of which is provided to parents during the enrollment process either through email or online through Smartcare. If parents do not have access to a printer, they can email MJSS at [sunshine\\_schoolhouse@yahoo.com](mailto:sunshine_schoolhouse@yahoo.com) to request a printed copy of the Universal Child Health Record form. The NJ Department of Public Health also requires all enrolled students to be up to date on all required NJ state immunizations according to the Minimum Immunization Requirements for School Attendance in New Jersey, a copy of which is also provided to parents during the enrollment process, and can also be printed upon request. Every student has a physician completed and signed Universal Child Health Record, which is kept in a white binder in the MJSS office.

### **HOME LANGUAGE POLICY**

Here at Miss Janet's Sunshine Schoolhouse, children whose first language isn't English are encouraged to use home language, gestures, communication devices, sign language, and pictures to communicate when needed. MJSS staff primarily uses English to communicate with our students. So we ask that parents assist us with all materials needed to communicate and teach English as a Second Language to your children. If possible, we ask parents to provide us with a list of words in the home language the child speaks and a quick tutorial in the pronunciation of the words. We also will label areas in the classroom with these words in English and the home language along with pictures of the area/materials to assist your child. If other materials in the home language, such as books and pictures are available at home and you are able to share them with us, we ask that you please do so if possible.

### **DEVELOPMENTAL SCREENING PROTOCOL/POLICY**

As part of the Grow NJ Kids program, we are required to utilize a research-based developmental screening tool to identify children who may need additional evaluation and/or intervention strategies. This is in addition to the Creative Curriculum GOLD progress reports. Miss Janet's Sunshine Schoolhouse, utilizes the Ages & Stages Questionnaires, Third Edition (ASQ-3) which is a set of questionnaires based on specific ages, about children's development. ASQ-3 has been used for more than 20 years to make sure children are developing well. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. ASQ-3 can help identify your child's strengths as well as any areas where your child may need support.

As a parent or caregiver, you are the best source of information about your child. That's why ASQ-3 questionnaires are designed to be filled out quickly. Here's how ASQ-3 works: 1) MJSS will email or print your child's age appropriate questionnaire and ask that you complete it during the month of November. 2) You will complete the questionnaire with your child and return the completed questionnaire to MJSS. 3) MJSS will score the questionnaire and then request a meeting with you and your child's teacher to discuss the results. 4) Based on the results of the questionnaire, parents will have the opportunity to receive information about different state and/or local agencies that offer services to help children who may need additional evaluation and/or intervention.

Parents are not required to complete these questionnaires, but the Grow NJ Kids program strongly recommends that each enrolled student be evaluated utilizing a developmental screening tool such as this. If the results of the questionnaire show any type of concern, a recommendation will be made by the classroom teacher or Director to have the child referred either to Early Intervention or your local school district Child Study Team.



### **STRUCTURED OBSERVATION PROTOCOL POLICY**

Miss Janet's Sunshine Schoolhouse utilizes two structured classroom observation tools that focus on curricular areas such as literacy, math, science, and diversity. The tool used in the Baby Bees and the Turtle Tots classroom is the ITTERS-3 or Infant/Toddler Environment Rating Scale, it is valid for infants/toddlers who are younger than 36 months. The ECERS-3 or Early Childhood Environment Rating Scale tool is used in the Rainforest Rescuers, and Sky Flyers classrooms where the majority of the children, for most of the school year, are 36 months or older. Observations will be done by MJSS Management a minimum of once per year, with a possible second observation in the second half of the year, to see what improvements have been made successfully or may need to be made additionally.

### **OPEN DOOR POLICY AND PARENT PARTICIPATION**

Parents are welcome to come into the school at any unscheduled time to take their child home. However, we often suggest that a phone call prior to pickup will help ensure your child and bags are ready to go when you walk in the door (diaper changed/have gone potty, bags packed with items from cubby, etc).

To enhance the education of your children we make all of our teachers available to parents in case there are questions or situations that arise during the school year that need discussion, please send an email to sunshine\_schoolhouse@yahoo.com if you would like to schedule time to meet with your child's teacher. Throughout the school year we prepare three progress evaluations and hold two parent teacher conferences. We will do our best to meet with you additionally if you have any concerns outside of the scheduled conference.

We encourage all parents and approved family members to take advantage of our Mystery Reader opportunities throughout the school year, please check with your child's teacher. Also, all field trips and most celebrations are opportunities for a parent or approved family member to come in and assist with the party, please contact your child's teacher if you are interested in attending.

### **STRENGTHENING FAMILY INITIATIVE**

Our school has been involved with the New Jersey Strengthening Family Initiative since 2013. More information on this program can be found at <https://www.nj.gov/dcf/families/early/strengthening/> . As part of the program, we will occasionally distribute Strengthening Family Surveys to school parents.



## **CLASSROOM ENVIRONMENT AND ACTIVITIES**

### *Miss Janet's Sunshine Schoolhouse*

#### *Infant Room*

*Infancy is the period between birth and two years of age. It is the most active period for brain development, and infants need sensory activities to encourage development. These activities do not need to be formal. Infants learn by experience, by play and by imitation. No special teaching equipment is required, because the primary curriculum material is the person relating to the infant. Talking, singing, playing and reading with infants all create rich learning opportunities.*

#### **Emotional Attachment**



Attachment, vital for later emotional health, is the first lesson a baby needs to learn. This happens naturally as caregivers meet the infant's physical needs to be fed, clothed, clean and dry, as well as through their spontaneous warm responses --- smiling, cooing and cuddling. We will focus on each individual child, our relationship to them, and create an emotional bond.

#### **The Five Physical Senses**



Babies are sensory learners. They use their five physical senses --- sight, sound, touch, taste and smell --- to learn. When we speak to them, even though they do not yet understand language, they learn the cadences of speech. When they see a caregiver smiling, they learn the delight of human interaction. When they touch a soft blanket, an ice cube or a prickly pineapple, they learn how varied the world is, as they do when they taste green peas for the first time. We will offer the right experiences and supervise your little scientist so he/she may safely explore the world.

#### **Baby Sign Language**



Teaching baby sign language stimulates verbal skills. According to the Baby Sign Language website, babies who have been taught signing develop larger speaking vocabularies than those who are not taught signing. Simple words, such as "drink," "eat," "hurt" and "daddy," can improve communication between you and your infant and can be signed six months before the vocal cords are capable of spoken language. During our daily activities we will give your child the opportunity to learn many helpful words in sign language.



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## Movement



Movement activities will help your infant develop a kinesthetic sense --- body or muscle sense. In addition to encouraging his early efforts to raise himself up onto their elbows and to begin to crawl, we will dance to music, rock in quiet moments, swing in a baby swing, explore tummy time, and have one on one movement activities with one of our well trained Teachers on a daily basis.

Our Infant program will also include:

- \*Highly qualified and trained Teachers with CPR and First Aid Certification
- \*Offer one on one attention and affection with each Child
- \*1-4 Teacher-Child ratio (or less)
- \*All Teachers will provide proof of continuing education classes
- \*All new cribs, feeding table, changing table, toys, and activity mats
- \*A daily report that describes in detail your Child's day
- \*Open door policy where parents will be allowed to visit their child at anytime

Miss Janet's Sunshine Schoolhouse

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## **TURTLE TOTS**

### **Morning Preschool Schedule**

- 9:00-9:05** ~ Children arrive eager to learn
- 9:05** ~ Clean up, then Teacher will hold carpet time with a good morning song. Jobs will be assigned for the week, calendar, weather, and a sample of the art project will be shown as well as a worksheet. A book will be read that is associated with the weekly theme during this carpet time.
- 9:30-9:50** ~ Snack time, children wash hands and sit down for well-balanced snack. If nutritional cooking class is scheduled for that particular day, snack will be later. Children wash hands after snack to prepare for activities in the classroom.
- 9:55-10:55** ~ Free play, academics, easel painting (optional), art project, sand + water box, dramatic play, cooking, science/discovery, math and language manipulatives. Tumble & Sport and Music Time consultants arrive to lead special classes once or twice per month.
- 10:50** ~ Second Carpet time. Recap of the day with the children followed by either movement and dance, music, or games.
- 10:55** ~ Clean up. Specific jobs will be assigned for each child so they do not feel overwhelmed with a big mess..
- 11:00** ~ Outside play - weather permitting.
- 11:30** ~ Some children may be picked up while others wash their hands and enjoy lunch.
- 12:00-12:30** ~ Clean up lunch and preparation for nap until all preschool children are picked up.

### **Afternoon Extended Care Schedule**

- 12:30-2:45** ~ Nap/rest time. NJ state requires that children up to age 4 be given a minimum of 30-45 minutes rest time each day. If a child chooses not to sleep, after the 45 minute rest period they are given a quiet activity to do on their mat until 2:30.
- 2:45** ~ Children will go to a seat and play with table toys while mats are being put away.
- 3:00** ~ A teacher will hold carpet time that includes a book, song or game.
- 3:20** ~ The children will enjoy a well-balanced snack that includes fruit, carbohydrate, and protein.
- 3:30- 4:15** ~ Children will have the opportunity to play outside weather permitting.
- 4:15- 5:00** ~ The children will be given the opportunity to complete an optional art project or painting during free play time.
- 5:15** ~ Clean up time. Each child will choose a job to complete.
- 5:30- 6:00** ~ Pick-up time, book or interactive play





## **RAINFOREST RESCUERS**

### **Morning Preschool Schedule**

- 9:15-9:20** ~ Children arrive eager to learn
- 9:20** ~ Clean up, then Teacher will hold carpet time with a good morning song. Jobs will be assigned for the week, calendar, weather, and a sample of the art project will be shown as well as a worksheet. A book will be read that is associated with the weekly theme during this carpet time.
- 9:40-10:00** ~ Snack time, children wash hands and sit down for well-balanced snack. If nutritional cooking class is scheduled for that particular day, snack might be later. Children wash hands after snack before starting activities.
- 10:00-11:00** ~ Free play, academics, easel painting (optional), art project, texture box, dramatic play, computer, cooking, science. Tumble & Sport and Music Time consultants arrive to lead special classes once or twice per month.
- 10:55** ~ Second Carpet time. Recap of the day with the children followed by either movement and dance, music, or games.
- 11:00** ~ Clean up. Specific jobs will be assigned for each child so they do not feel overwhelmed with a big mess.
- 11:10** ~ Outside play - weather permitting.
- 11:45** ~ Some children may be picked up while others wash their hands and enjoy lunch.
- 12:15-12:30** ~ Clean up lunch and preparation for nap until all preschool children are picked up.

### **Afternoon Extended Care Schedule**

- 12:30-2:45** ~ Nap/rest time. NJ state requires that children up to age 4 be given a minimum of 30-45 minutes rest time each day. If a child chooses not to sleep, after the 45 minute rest period they are given a quiet activity to do on their mat until 2:30.
- 2:45** ~ Children will go to a seat and play with table toys while mats are being put away.
- 3:00** ~ A teacher will hold carpet time that includes a book, song or game.
- 3:20** ~ The children will enjoy a well-balanced snack that includes fruit, carbohydrate, and protein.
- 3:30- 4:15** ~ Children will have the opportunity to play outside weather permitting.
- 4:15- 5:00** ~ The children will be given the opportunity to complete an optional art project or painting during free play time.
- 5:15** ~ Clean up time. Each child will choose a job to complete.
- 5:30- 6:00** ~ Pick-up time, book or interactive play



## **SKY FLYERS - PRE-KINDERGARTEN**

### **Morning Preschool Schedule**

- 9:00-9:05** ~ Children arrive eager to learn
- 9:05** ~ Clean up, then Teacher will hold carpet time with a good morning song. Jobs will be assigned for the week, calendar, weather, and a sample of the art project will be shown as well as a worksheet. A book will be read that is associated with the weekly theme during this carpet time.
- 9:35** ~ Snack time, children wash hands and sit down for well-balanced snack. If nutritional cooking class is scheduled for that particular day, snack will be later. Children wash their hands after snack before beginning activities.
- 10:00-11:15** ~ Free play, academics, easel painting (optional), art project, texture box, dramatic play, computer, cooking, science. YMCA Tumble & Sport, Music Round, and CompuChild come once or twice per month.
- 11:15** ~ Second Carpet time. Recap of the day with the children followed by either movement and dance, music, or games.
- 11:20** ~ Clean up. Specific jobs will be assigned for each child so they do not feel overwhelmed with a big mess.
- 11:30** ~ Outside play - weather permitting.
- 12:00** ~ Some children may be picked up while others wash their hands and enjoy lunch.
- 12:25-12:30** ~ Clean up lunch and preparation for nap until all preschool children are picked up.

### **Afternoon Extended Care Schedule**

- 12:30-2:45** ~ Nap/rest time. NJ state requires that children up to age 4 be given a minimum of 30-45 minutes rest time each day. If a child chooses not to sleep, after the 45 minute rest period they are given a quiet activity to do on their mat until 2:30.
- 2:45** ~ Children will go to a seat and play with table toys while mats are being put away.
- 3:00** ~ A teacher will hold carpet time that includes a book, song or game.
- 3:20** ~ The children will enjoy a well balanced snack that includes fruit, carbohydrate, and protein.
- 3:30- 4:15** ~ Children will have the opportunity to play outside weather permitting.
- 4:15- 5:00** ~ The children will be given the opportunity to complete an optional art project or painting during free play time.
- 5:15** ~ Clean up time. Each child will choose a job to complete.
- 5:30- 6:00** ~ Pick-up time, book or interactive play