

PARENT

RECEIPT OF INFORMATION:

- ☐ Information to Parents Document
- ☐ Policy on the Release of Children
- ☐ Positive Guidance and Discipline Policy
- ☐ Policy on Methods of Parental Notification
- ☐ Policy on Communicable Disease Management
- ☐ Expulsion Policy
- ☐ Policy on the Use of Technology and Social Media

I have read and received a copy of the information/policies listed above.

Child(ren)'s Name

Parent/Guardian's Name

Signature

Date

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

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

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

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

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

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).

GUIDELINES FOR POSITIVE DISCIPLINE

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 Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the parents will be called to take the child home 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, 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 #
- Measles, Mumps, Scarlet fever, Ringworm, Roseola, Thrush, Tuberculosis, Bronchitis, Chicken Pox, Coxsackie 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

Confirmed or Suspect Cases we must REPORT IMMEDIATELY to the Local Health Dept:

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

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

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

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 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, 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.