



PARENT MANUAL

June 2018

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Santa Fe Centers Mission Statement

Our mission is to provide a high quality, supportive, family-centered program for young children in a warm, safe and responsive environment. Children are actively engaged in a variety of play and daily living experiences, which are designed to:

- Promote their physical, social, emotional and cognitive development;
- Encourage cooperation, responsibility and consideration of others based on age appropriateness and within reasonable expectations.

Our philosophy is based on the principle that children learn most effectively when they can explore and discover using materials that are of interest to them.

Philosophy

Your child's safety, developing self-confidence and sense of competence and enjoyment of their day is the primary mission of Santa Fe Centers. We meet the developmental needs of our growing children and their families by providing a safe, nurturing and stimulating setting for children from infancy through Kindergarten.

The environment we provide for children in each classroom is based on current early childhood research, theory and developmentally appropriate practice noting that children learn best when they can explore and discover using materials that are of interest to them. In practical terms, this allows children to be appreciated as individuals capable of directing their growth through an environment offering daily choices in self-directed play, ample exposure to nature, and opportunities to develop higher level thinking and problem solving with an array of toys, games, equipment and caring teachers guiding their daily experiences.

Through the use of thematic units in each classroom, teachers provide activities supporting development in the following domains: sensory, language and vocabulary, large and small motor, creative expression and music and literature enjoyment. The flexible curriculum meets the needs of children at each stage of development and awakens the child's innate ability to "bloom" at their own pace. Active learning experiences are available in the following interest areas: sensory (including food experiences), blocks, dramatic play, art, and math and science. By frequent changes to and enrichment of the environment throughout the year coinciding with the growth of the children, teachers support learning and creativity while simultaneously facilitating emerging literacy, math, science, and social studies concepts through developmentally appropriate care.

Parent participation is encouraged in all center activities including our parent/staff committee, classroom activities, center wide holiday events, or spur of the moment opportunities to spend time with your child in their classroom. Through open communication and positive parent/teacher partnership, a child's developing self-esteem, social skills, creativity, independence, self-care and a life-long passion for learning can be fully supported.

ABOUT US

Our Vision

Santa Fe Centers is dedicated to providing sensory activities that current early childhood education research shows is essential to building the neural connections necessary for optimal growth.

Whether through manipulating novel materials and textures; enjoying the scents of foods; moving to music; conversing and problem solving with teachers and friends; or observing colors and patterns; to taking walks in strollers; using push toys or riding scooters; climbing and running; or sledding down a hill children at Santa Fe have the opportunity to explore and grow actively using their whole body and all of their senses. We will continue to advocate for children both at Santa Fe and the community.

Our Team

Our teacher's at Santa Fe are experienced, responsible and caring adults who share our belief in the importance of helping the development of the whole child and have experience in caring for children in a childcare environment. Our staff are screened and carefully selected. Several of our teachers have earned their CDA (Child Development Associates) Credential and many have a degree in Early Childhood Education. Our orientation for new staff includes Santa Fe's philosophy as well as our vision and mission statement. Team members receive ongoing training to continue their education and are evaluated throughout the year. Training ranges from basic safety and health information to topics such as discipline and a variety of child development issues. CPR and First Aid certification is provided to our staff on a continuing basis.

Teacher/Child Ratios

To ensure quality care Santa Fe maintains optimal teacher/child ratios in order to provide for developmentally appropriate supervision. This allows the staff to spend more time with each child and provides a relaxed and warm atmosphere for the children. Please see the ratios below:

<u>Age Group</u>	<u>New Jersey</u>	<u>Santa Fe</u>
Young and Mobile Infants	1:4	1:3
18 months – 2.5 years	1:6	1:5
2.5 – 3.5 years	1:10	1:8
3.5 – 5 years	1:10	1:8
4 – 5.5 years	1:12	1:10
5+ years	1:15	1:12

Programs

Each of our centers has a wonderful outdoor playground tailored to the developmental levels of the children we serve. An important aspect of our program is outdoor play. The children go outside twice a day whenever the weather permits. The children spend their days involved in hands-on learning activities as they explore the world around them and experiment with a wide range of available materials and equipment. Visits from foreign language, vocal music and exercise specialists are included in our programs.

Infant Toddler Center - 1441 Springfield Avenue

Our goal at the infant toddler center is to provide the children with a family-like atmosphere where they can spend their days in a loving, relaxed manner. We work closely with families to provide a satisfying schedule for your child to ensure their optimal growth in all developmental spheres.

Our program includes neighborhood walks, music and story time, mirror play & tummy time. Our toddlers are actively exploring their environment and our teachers offer a variety of child directed activities as well as opportunities to practice their developing new skills. Children enjoy exploring sensory play experiences such as playing with sand, water & painting.

Pre-K Center - 1496 Springfield Avenue

Our program curriculum provides opportunities for social, emotional, physical and intellectual growth at all age levels. There are three classrooms at our center. The individual classrooms are structured around a variety of learning centers including art, music/movement, building, sensory, science and math. Each is organized to encourage individual and group choices.

The center provides activities for the learning of readiness skills including numbers, letters, and colors, writing and using scissors. Our goal is for each child to gain competence in the areas of self-reliance, self-regulation and self-esteem.

Admission Process

Santa Fe Centers Admission Policy

Children are accepted on a first come, first served basis according to the amount of space available. We encourage families to come for a Tour of our centers. Our tours are usually scheduled for the mornings from Tuesdays through Thursdays. Siblings of currently enrolled students may be given first priority on our list. For inquiries about our Centers, please email us at santafechildcarecenters@gmail.com or mcliffordsfc@gmail.com or submit an inquiry directly from our website santafecenters.com

Prospective Enrollment List

Families interested in having their child attend Santa Fe are encouraged to visit our Centers and request to be added to our Prospective Enrollment List. There is a \$25.00 non-refundable fee. This will give you priority for when you are ready to enroll your child. It is always best to visit the center in the interim. Our intent is to serve as many families as we can in a safe, efficient manner and we take placement very seriously to ensure that we can provide developmentally appropriate care. If we can accommodate you, we will send you an offer of space letter and you can respond in kind.

Registration

If you would like to register your child please fill out the Registration Form. There is a non-refundable Security Deposit due at the time of registration in the amount of \$500 for full time and \$250 for part time families. The Security Deposit will be applied to your last month at the Centers, provided that you give us at least four weeks' notice. It is always best to visit the centers, however there is a Registration Form available on our website which can be submitted online if you prefer.

Tuition

Tuition is expected to be paid monthly. Payments are due the 1st of the month. If either date falls on a weekend or holiday, please pay prior to that date. Payments may be left in the mail boxes at either center. You will receive an invoice via email several days before the end of the prior month in which the payment is due. It is our policy not to allow any reduction in the fee because of your child's absence from the child care center. (This includes absences due to sickness, holidays, vacations, etc.). We have carefully aligned our classrooms with a daily focus on child/teacher ratios and need to adhere to such guidelines based on planned attendance and limited to no 'switching'. There is a cost-of-living review every year with the potential for a subsequent increase in tuition ahead of the traditional school year in August.

Please make your checks payable to "Santa Fe Child Care Centers" and write in the memo section the time period for which you are paying (i.e. September 2018). We provide receipts each month

and at the end of the year to submit for dependent care accounts or tax purposes. If you would like to receive monthly statements, please indicate this on your enrollment form.

Late/Improper Payments

Payments which are consistently late will receive an automatic \$25 late fee added to the next month's payment. Payments need to be received less than 10 days after their due date. If a check is returned to us, due to insufficient funds, we will require you to reimburse the day care for any incurred bank fees or penalties. In addition, you must replace this payment immediately, or the automatic late fee will apply.

Child's File

It is the State's policy to keep your child's file at our center for one year after leaving us. Santa Fe does not allow copies of your information to leave the center.

Santa Fe Centers - Policy on Parental Notification

Please review the following as defined in our Parent "Enrollment Policies" and in our Parent's Manual

Communication with Parents

Communication with parents is primarily done through email and/or text. Please make sure you provide us with an email address and cell phone number that you check frequently. If you do not have access to email or a cell phone, please speak with the director/assistant director/office manager to ensure that you receive notices promptly. If we have not reached you by email/cell phone, we will utilize alternative methods discussed based on the aforementioned meeting with our staff.

Pick Up & Drop Off

Infant/Toddler Center

Children must be dropped off and picked up through the rear of the building only. Enter the church property off Springfield Avenue (on the west end of the church), drive to the side of the building, and park in the rear parking lot. You *cannot* park on Springfield Avenue or in the circular drive at the front of the building. The parking lot *cannot* be entered from the rear off Holmes Oval. It is a condition of our use variance from the Borough of New Providence and Union County that traffic only enter/exit via Springfield Avenue and only park in the rear parking lot. We *must* abide by this condition and we need all the parents' cooperation. Failure to comply will be sufficient reason for us to dismiss your child from the day care. A traffic flow and parking lot map will be included in the enrollment package prior to starting at either center.

Pre-K Center

Children in either the Butterflies or the Caterpillars program should enter through the front door. Children attending the Pre-K program should use the side entrance. Once you open the door, please proceed up the stairs to the classroom.

If you want your child to be picked up by someone other than you or your spouse please fill out an alternate pick-up form. A blanket form can be filled out for those individuals who will be frequently picking up your child. We cannot let anyone pick up your child who has not been specifically designated to do so, by a parent. If the staff is not familiar with the individual picking up your child, PLEASE have this person bring picture identification.

Sign-In & Sign-Out

Please sign your child in and out of the classroom every day on the daily sheet. This is a state requirement. Do not allow children to run in the building or the parking lot unsupervised once you have picked them up. Once you have arrived on site, you are responsible for your child. The staff is no longer considered responsible at that point.

Security Codes

The immediate family of each child will choose a code to allow key pad entry into the building of their child's attendance. This unique code should be guarded for everyone's security. Extended family member and emergency contacts on record needing entry may ring the bell and be let in by a staff member upon visual identification. There is a space on your enrollment form to indicate your choice of a four digit security code. Your code should be something you will easily remember, however please do not choose obvious numbers (1234, for example). Birthdates, anniversaries or phone numbers are common choices. This code should not be given out to your children.

When entering your code on the keypad next to the entrance of each center, please carefully enter each number. Do not use the # sign. The door will unlock, however it will not swing open, and you may not be able to hear anything. The door at the Infant center unlocks for about 20 seconds to allow parents time to get young children inside. The door at the Preschool center remains unlocked for approximately 10 seconds.

Late Fee

A late fee is charged when a child remains after the close of our business day. The fees are as follows: \$10 – 6:00-6:05pm; \$20 – 6:06-6:20pm; and \$30 – 6:21-6:30pm. Please understand that our staff is only paid by the child care until 6:00pm. Any late fee goes directly to paying the person who stays with your child.

Attendance

We expect that parents bring their children to the center by 9am. It is quite disruptive to the routines of all the classrooms to have children arriving late each morning. We understand that there will be times when this is impossible or you are just running late. In those instances we ask that you call us at: 908-464-3848 or email mcliffordsfc@gmail.com for the Pre-K Center. Please call 908-665-1235 or email mcliffordsfc@gmail.com at the Infant Toddler Center so that we know your child will be attending and we are staffed accordingly in his/her room. If your child will be absent for the day, please contact us as well.

Center Closings

There are a number of reasons why we may close the centers; inclement weather, electrical outages or severe illness. Please call either the Infant Toddler Center, 908-665-1235 or the Pre-K Center, 908-464-3848. There will be a recording if the centers are closed or if there is a delayed opening. If you hear our regular greeting, then we will open at the regular time. You may also check our website and there will be a message on the home page.

Changes in Schedule

Any increase in schedule (in number of days attended) will require at least **one month's** notice to go into effect. Additionally, if a part time schedule is required, days must be coordinated with the Director. Certain days may not be available. Changes in days attended may require a wait if space is not immediately available. **If you wish to withdraw your child from the Center for a large block of time, we will need to require a tuition fee to hold your space.** As you can imagine, we need to meet our expenses and this involves keeping our full time staff and paying our overhead (rent plus other expenditures). You are welcome to take your child out and take the chance that we would be able to accept him/her back into the classroom. Our policy for holding spots for your children over the summer is to require 50% of the tuition or to ask the family to drop down to 2-3 days a week. **We just cannot guarantee placement without a tuition payment.**

Health & Safety Policies

Health & Illness

Health Records

All children are required to have a complete physical and their vaccination record should be up to date. All families need to submit an immunization record and a Universal Child Health Record prior to their start date. **According to State guidelines, a new Universal Child Health Record form needs to be completed every year when your child has their annual physical.** Your physician signs off on this form and dates it. In addition, separate vaccination records should be filled in and signed by your doctor when new vaccinations are administered.

Illness

Parents must have alternate care for their children when they are sick. A child who is contagious (i.e. severe cold, strep throat, conjunctivitis, etc.) should remain at home **at least 1-2 days** after *consulting with your physician*. Do not bring children who have had fevers of 101.5*, vomiting, or diarrhea within the past 24 hours. Once a child is symptom free for over 24 hours (without fever, diarrhea, vomiting, etc.) or a health care provider indicates that the child poses no serious health risk to himself or herself or others, the child may return to the center. We are very strict about this in order to stop the spread of infection. The Director will be the determining factor if there are questions regarding your child's return to the center.

If your child has strep pharyngitis, the child needs to be on antibiotics for 24-48 hours and without fever for 24 hours before he or she returns to school. **PLEASE remember you must bring a note from your doctor stating that your child can return to school. Your child cannot come to the day care if he or she does not have a note.**

If a child becomes ill while at the center, we will make every attempt to notify you immediately. We ask that you have constant access either to a regular phone, cell phone, or email where we can reach you in case of illness or emergency. Children who are suspected of having a contagious illness or a high fever will be separated from the class, or kept in the office until they are able to be picked up. **We ask that someone be available to pick up sick children within one hour of being contacted.**

Medication

We administer over the counter and prescription medication if needed. All medicine administered by the day care needs to be clearly labeled in its **original container** with the child's name and the dosage. A non-prescription form needs to be signed by the parent. In addition, we administer nebulized medications (usually for asthma or reactive airway disease). There is a nebulizer machine at each center that can be used to provide inhaled medication; you must provide sterile tubing and a mask or mouthpiece. A permission for administration of prescription medication form needs to be

completed and signed by a doctor before we give any medicine to your child. **We will not be able to administer medicine if the above procedures are not followed.** Please note – administering medicine to children is a courtesy provided by Santa Fe. If you require a Prescription or a Non-Prescription form please access from our website under forms.

Outside Time

We require extra sets of clothing for each child appropriate to the season and size labeled with their names. We require all of our children to go outside on a daily basis. Each center will provide you with an outside chart as a guideline. If you feel your child should not go outdoors, you will need to make arrangements to keep your child out of the center for the day. All children need to wear supportive footwear to encourage their active play outdoors.

Lunches and Snacks

WE DO NOT ALLOW ANY PEANUT OR NUT PRODUCTS AT EITHER CENTER DUE TO LIFE THREATENING ALLERGIES. We take this seriously, so we require full disclosure of food sensitivities as we provide cooking/food experiences within most classrooms.

We have microwaves available in each room to warm the children's food. We ask that you bring your child's food in microwaveable containers so that we do not need to use additional paper plates. We are working hard to keep the centers as "green" as possible. In fact, part of our curriculum speaks to caring for the planet we live on.

Infants

We have a refrigerator in the infant room. Each infant has their own basket in the refrigerator, and a separate basket to store dry cereal and jarred food. Opened jarred food will be thrown out after two days; formula will be discarded one hour after being first fed. Please place any items needing refrigeration in your infant's basket in the morning. All infant bottles must be pre-mixed and already in feeding bottles. Mixed or opened formula should not be stored for more than one day. Please be sure to label each bottle.

Mobile Infants and Older Children

Please provide lunch and snacks. These should be kept in an insulated bag with an ice pack. There is no space for the older children to refrigerate their meals. Milk, or other perishable items, will be thrown out immediately to prevent spoilage if they are not consumed.

Please bring enough food to include two snacks a day. We expect parents to provide enough food choices for their child. The snacks should be varied and nutritional. Fruits and vegetables are encouraged. Trying new foods is a challenge for children at times and we will cheerfully present your choices to them at appropriate times. As your children mature, they become increasingly responsible for setting up their lunches and cleaning their areas. When transitioning from a bottle,

please provide a container with a straw type of opening. This excludes sippy cups as they do not provide the opportunity to use more of their oral muscles for the development of speech. At the Pre-K Center, children require a water bottle with a tight closing lid daily to help them maintain hydration.

Birthdays

Birthdays can be celebrated here at the day care. Parents often bring in a special snack. The children enjoy these celebrations very much. We ask that “goodie bags” not be brought to the center. If you are sending home invitations for a party, through the center, every child in the class must be invited.

Toys from Home

We encourage you to keep toys at home. If your child brings a toy into the day care it is best that s/he puts it in their basket or cubby right away. It is very difficult for the children to share their special toys and this creates many problems. **We cannot be responsible for any toy brought from home.** Nap toys (soft animals or dolls only) can be kept in the child’s basket or cubby for naptime use. In addition, we ask that no jewelry be brought to the centers.

Arrival & Departure Safety

When arriving or leaving the centers please drive slowly as you enter the driveways. You are expected to **STOP** when you see a **STOP** sign. Do not leave cars left idling while dropping off your child. In the State of New Jersey idling your car is an offense punishable by law. Please hold your child’s hand when walking in the parking lots and ensure that your child walks along side of you. As you leave the centers, adults should open the door of the school and hold their child’s hand. Please allow yourself enough time to pick up and drop off your child.

Toilet Training Policy

Before you begin the process of “Potty Training” you must first communicate with your child’s lead teacher. It is necessary for home and school to work together to achieve success with a minimum amount of related stress. The purpose of toilet training is to help children gain control of their body functions. Children must be ready to participate willingly if the process is to be a positive one. The child is ready when he or she is consistently dry for long periods during the day, awakening after a full night’s sleep and when awakening from naps. If the child is ready, the process of toilet training can become a sign of great success and achievement for the child’s own sense of self-esteem.

Toilet accidents are a normal aspect of a child’s potty training process. Toilet learning/training is not instant nor is it accomplished overnight. Achievement is gradual and requires calmness, patience, and understanding. When accidents occur clean up calmly, and reassure them that next time they will remember to use the potty. Children should not be shamed, scolded or punished for accidents.

Regression is common in toddlers and can usually be attributed to a reaction to stress and pressures the child is experiencing (i.e. separation from parents, a new baby, starting day care, moving, etc.).

To help your child with this process Santa Fe requires that:

- Children have four sets of weather appropriate clothing (shirt, pants, underwear, socks, etc.) and an extra pair of shoes.
- Children wear clothing that is easy to remove in a hurry. A child must be ready to act on an urge to use the potty immediately.
- Avoid tight snaps, coveralls, belts, buttons, and onesies. Velcro fasteners are ideal.
- Children move directly from disposable diapers to cloth underpants (we do not use pull-ups).
- Children arrive and leave wearing underpants daily.
- A commitment to consistent use daily at home and on the weekends.

If your child has an accident, we will remove the clothing from the child and put directly into a plastic bag if reasonable (we will not rinse them due to sanitation restrictions). You will need to check daily for bags that need to be taken home for laundering.

Common toileting times are:

- Before and after snacks and lunch
- Before and after playground time
- Before and after rest time
- When the child has the urge

If after a trial period your child significantly regresses we would possibly recommend putting your child back into diapers.

Is your child ready?

If you and your child are ready, please [download](#), sign and print the toilet training policy form and return it to your child's lead teacher.

Biting / Aggressive Behavior

Toddlers between the ages of 1-2 ½ years occasionally bite and/or display aggressive behavior as a result of physical discomfort from teething or emotional frustration. Although it may seem primitive or more aggressive than hitting or grabbing, biting is a natural behavior for very young children. They do not have the social awareness and understanding or empathy for their peers' feelings in order for them to control their behavior. In addition, young children have a limited ability to analyze their feelings and communicate frustrations through language. Children at any childcare center are faced with new social situations that may bring out biting or other behaviors never experienced before. We will occasionally see the 3 to 4 year old child also bite or behave aggressively in frustration or anger, and we will work closely with that child in an age appropriate manner.

Santa Fe strives to provide a comfortable environment that will decrease the possibility of biting or other behavior problems by maintaining a small adult to child ratio in addition to organizing activities and supervising children's interactions. However, when young children are grouped together, occasional aggressive behavior such as biting or pushing is inevitable. In the event of a biting incident or aggressive action such as hitting or pushing our staff proceeds with the following course of action:

- Immediate separation of children involved in incident.
- The bite wound is cleaned and an appropriate treatment will be provided.
- A cool-down period for the aggressive child equal to one minute for each year of the child's age (i.e. 2 minutes for a 2 year old child).
- Documentation of the incident in an accident report records the details including the date, time, and children involved; influencing circumstances witnessed by staff, as well as first aid measures that was taken.

Each child will be talked to gently at the level of their understanding with the emphasis being how your friends feel as well as how you feel when you hurt someone. If biting or other aggressive behavior is persistent in a child, the staff will observe and assess the child's behavior and then, meet with the parents to discuss correcting the problem at home and at school. An assessment of the child's behavior and influential circumstances will help determine the external causes of the child's frustration and provide a basis for planning a behavior-correcting strategy with the parents. Santa Fe strives to work with parents as a team, in order to leave no child behind in his or her social development.

Therefore, a child who has persistent aggressive behavior may need to take a break from school for a designated period of time, after repeated occurrences, in order to change his or her surroundings. Parents may also be invited to spend some time with the child at school in order to support the child's inclusion among his or her peers. Given that each child has his or her own unique needs, each situation will be handled on a case-by-case basis.

Our intent is to help eradicate this behavior as soon as we can but this may necessitate getting help from the child's pediatrician or other professional experts. At rare times, we may need to encourage the family to look for childcare elsewhere, if we are not able to assist with this challenge.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. At Santa Fe Centers 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 and our toys.

Positive discipline includes intervening by staff when necessary:

- Re-direct children to a new activity to change the focus of the 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. Do not say "bad girl"; instead 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 natural 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.

OOL/GUIDELINES FOR POSITIVE DISCIPLINE/APRIL2017

Dept. of Children & Families

DEPARTMENT OF CHILDREN AND FAMILIES 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 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'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.

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements 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 Office for the children's use. Please talk to us if you have any questions about the center's space.

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

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

OOL/INFORMATION TO PARENTS/APRIL2017

Policy on the Management of Communicable Diseases

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

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

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

EXCLUDABLE COMMUNICABLE DISEASES

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

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

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

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

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

Place other page-

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, Santa Fe Centers must receive 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 (6:00pm), we shall ensure that:

1. The child is supervised at all times;
2. Staff members will 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 will 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 will 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).

OOL/POLICY ON THE RELEASE OF CHILDREN/APRIL2017

Expulsion Policy

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

Immediate causes for expulsion

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

Parental actions for child's expulsion

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- Disregard for safety rules of facility: parking and speeding rules

Child's actions for expulsion

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

Schedule of expulsion

If after the remedial actions above 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. The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will NOT be expelled if a Parent/Guardian:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive actions that can be taken in order to prevent expulsion

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

OOL/EXPULSION POLICY/APRIL2017

2018 - SANTA FE CLOSINGS AND HOLIDAY CALENDAR

Martin Luther King Day	Monday, January 15, 2018, Centers Closed
President's Day	Monday, February 19, 2018, Centers Closed
Staff Development Day	Friday, March 16, 2018, Centers Closed
Good Friday	Friday, March 30, 2018, Centers Closed
Memorial Day	Monday, May 28, 2018, Centers Closed
Promotion Day (Event)	Friday June 22, 2018, Centers Are Open
Independence Day Observed	Wednesday, July 4, 2018, Centers Closed
Staff Prep Day	Friday, August 31, 2018, Centers Closed
Labor Day	Monday, September 3, 2018, Centers Closed
Thanksgiving Day	Thursday, November 22, 2018, Centers Closed
Day After Thanksgiving	Friday, November 23, 2018, Centers Closed
Christmas Day	Tuesday, December 25, 2018, Centers Closed
Day After Christmas Day	Wednesday, December 26, 2018, Centers Closed
New Year's Day 2019	Tuesday, January 1, 2019, Centers Closed

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