

**PARENT HANDBOOK**

Children’s Garden Day School L.L.C.

893 Edinburg Road

Hamilton Square, NJ 08690

Director: Dave Murray

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**Children’s Garden Day School**

**PARENT HANDBOOK**

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this handbook and all forms required for enrollment are non-negotiable.

PHILOSOPHY

The Children’s Garden Day School (CGDS) is a newly-renovated preschool located on a sprawling property in the heart of Hamilton Township. Our knowledgeable, experienced staff members have designed a quality program that will provide your child with a sense of community where they can be a part of our family, and their independent needs and differences will be embraced. We encourage children to form healthy habits and make positive choices while playing, growing, and learning in a nurturing, educational environment. Our daily routine and creative activities promote diversity through a multi-sensory, well-structured agenda in a schoolhouse setting.

Children’s Garden Day School incorporates the New Jersey and Nation based Core Curriculum Content Standards for preschool education to ensure that our children are exposed to the basics in preparation for Kindergarten. These educational elements include:

* Facilitating Childhood Milestones (potty training, weaning, feeding and dressing self, etc.)
* Sharing, following directions and participating in organized activities
* Experiencing Art and Music
* Utilizing age appropriate Technology
* Identifying Letters and Numbers
* Reading Readiness and Comprehension of Printed Material
* Beginning Phonics and Word Recognition
* Counting, comparing and identifying Mathematical Concepts
* Observing and Investigating to grasp Science Concepts
* Promoting Health and Physical Education Basics
* Developing gross and fine motor skills . . . . and much more!

The daily schedule, dedicated staff and pleasant environment provide a comforting atmosphere for all children and will help develop their independence and self-esteem. We support healthy eating and “green” living, as we incorporate this objective in our daily routine and creative activities where they will learn by experimentation, collaboration, and hands on exploration.

The Children’s Garden Day School

. . . a caring, nurturing day care facility for preschool age children.

Come bloom with us!

**GOALS**

The primary goal of our daycare program us to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child’s needs. We look forward to a long and rewarding friendship with your child and family. As provider, we reserve the right to make changes in the child care environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this handbook occasionally. We will give you a separate addendum as the need arises. Communication is key; please feel free discussing your concerns with us. Thank you for your interest in finding the best possible care for your child!

**GENERAL INFORMATION**

**The Children’s Garden Day School**

N.J. Childcare License No. 120700036

Telephone number: 609-587-2437 (CGDS)

Fax number: 609-586-1149

Website [www.childrensgardendayschool.com](http://www.childrensgardendayschool.com)

Sponsor: Joanne Seefelt Elliott (email: joanne@childrensgardendayschool.com)

Director: Dave Murray (email: dave@childrensgardendayschool.com)

Mailing Address:

The Children’s Garden Day School

893 Edinburg Road

Hamilton Square, NJ 08690

**ENROLLMENT PROCEDURES**

All necessary forms must be completed and returned before your child can be enrolled at The Children’s Garden Day School (CGDS). No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform us immediately of any changes.

Listed below you will find the list of forms that you need to return to CGDS before or on your child’s first day.

Forms needed:

\*Completed Application for Enrollment

\*Signed Parent Handbook/Policy Book

\*Financial Agreement

\*Discipline Policy

\*Immunization Record (to be completed by child’s physician)

\*Permission to Photo Form

\*Health Policy

\*Medical Release (State Form)

**DAYCARE/PRESCHOOL~AGES SERVED**

The ages of the children we serve are 6 weeks up to and including 5 years of age

**DAYS AND HOURS OF OPERATION**

The Children’s Garden Day School is open Monday – Friday from 7:00 a.m. to 6:00 p.m.

Late fees will be charged for pick-ups past your contracted times. (See Financial Agreement)

**DAILY ATTENDANCE RECORDS**

The Daily Attendance Log is located on the Director’s desk, near the front door. You must sign your child in and out each day.

**ARRIVING ON TIME**

Please remember that this is a business not a babysitting service. We have children of our own and they are very busy with school and activities and we need to be available for them each day after business hours. If you suspect that you may be late in picking up your child, you will need to arrange for a back up person to come in your place. In the event that you use a backup person to come for your child, please call us in advance and instruct this person to show photo identification upon arrival. We will not release your child(ren) to a person not listed as approved for pick up on your enrollment form.

**OUR DAILY SCHEDULE**

7:00 – 9:00 Children arrive and have free-play indoors or outdoors

9:00 - 9:30 Circle Time (Calendar, weather, sharing theme, etc.)

9:30 – 10:00 Snack & Center Choices

10:00 – 11:30 Center-Play Activities (Round-robin style)

 Art & Crafts Projects (Teacher directed)

 Learning Station (Teacher directed educational activities)

11:30 – 12:00 Group Reading / Sharing Time

12:00 – 1:00 Lunch / Play yard / Gross motor activities

1:00 – 3:00 Rest Time (Relaxing music, quiet activity while resting, napping, etc.)

3:00 – 3:30 Snack / Bathroom

3:30 – 4:30 Large Group Activity (Science, Social Studies, Technology, or Health/Physical Education based)

4:30 – 6:00 Indoor/Outdoor Play

 Self-selected activities (Puzzles, blocks, dolls, etc.)

 Clean-up time

 Departure

This schedule is just an example of our day. Each classroom has its own schedule that will be given upon enrollment. In the event that your child needs to be picked up or dropped off at rest time, please make arrangements beforehand so we do not disturb the other children.

**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, a copy of said order must be provided to CGDS.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of our daily closing, we will:

1. Supervise the child at all times;
2. Attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, 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 Division’s 24-hour Child Abuse 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) appear(s) 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 Division’s 24-hour Child Abuse 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).

**ABSENCES**

If your child will be absent or late, please call to let us know; this will help us plan our day. Your child’s absence will ***NOT*** reduce your monthly fee.

**HOLIDAYS**

The Children’s Garden is closed all major holidays. The following are observed holidays:

\*New Years Day

\*Memorial Day

\*July 4th

\*Labor Day

\*Thanksgiving Day

\*Day after Thanksgiving

\*Christmas Eve (open until 1:00)

\*Christmas Day

\*New Years Eve (open until 1:00)

If a planned holiday falls on a Saturday or Sunday, it will be observed on the Friday prior, or Monday following the holiday.

\*We will also be closed the last full week in August (for seasonal cleaning, scheduled repairs and updates).

Tuition payments have been computed to take this closure into account. No credit or refund will be provided due to this closure.

Please arrange for back-up care if needed. ***These are paid holidays and your tuition will not be reduced during daycare closure.***

**TUITION PAYMENT**

Tuition is due prior to services being rendered. Tuition must be received on or before the Friday prior to service. When that Friday falls on a statutory holiday, tuition is due on the day before. Payment may be handed directly to the Director in the office or placed in the office mailbox. Please place the payment in the mailbox or hand it to the Director yourself; our staff is busy watching the children and planning the day.

**LATE /ADDITIONAL FEES**

You will be required to contract for specific times and days in which you will need care for your child. Any additional hours must be approved by CGDS and will only be available at an additional fee. All late/additional fees are outlined in your Financial Agreement.

**SECURITY/HOLDING DEPOSIT**

Before your child is enrolled at CGDS, or to hold a future spot, a security deposit must be paid. This deposit is in addition to tuition payment and will be credited toward your tuition and/or outstanding fees when services have been terminated. Your deposit amount is outlined in your Financial Agreement.

**RETURNED CHECK FEE**

If your check is returned by your bank for any reason, you are responsible for all fees and charges incurred by CGDS as a result. You will be charged a returned check fee of $35 payable immediately upon notification from CGDS along with incurred late fee described above. Payment of the returned check along with the returned check fee and late fee will be due in cash only immediately upon notification from CGDS. Future payments will be required to be made in cash, money order or cashier’s check.

**DISCIPLINE POLICY**

DEFINITION: "Discipline" means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child

The CGDF discipline policy will establish a framework within which the children will be provided with positive guidance, redirection and the setting of clear-cut limits.

It is designed to help children develop self-control, self-esteem and respect for the rights of others. We will maintain a safe, warm, friendly environment in which children can feel secure and appreciated. A challenging, stimulating environment will provide for healthy child/child and teacher/child interaction.

Discipline Techniques:

Modeling – Staff will “lead by example”. They will show the appropriate behavior for certain situations. While showing empathy for the child, the staff will also help the child understand how their actions made their friends feel.

 Redirection- If a child continues to act inappropriately after appropriate behavior has been modeled; the staff member will calmly redirect the child to another activity. The staff member will also make sure the child knows why they have been asked to change activities.

Positive Reinforcement- With the use of hugs, high fives, verbal praise, or assigning special jobs or privileges, staff will reward children for acting appropriately.

Time Out – Time out is a technique that will be used sparingly and carefully. This will only be used if a child continuously repeats unacceptable behavior during one session after the teacher has already explained that such behavior is not acceptable. Every effort will be made to emphasize to the child that the behavior being displayed is unacceptable, not the child! Time out will be one minute per year of age of the child.

No person, while on child care premises, shall engage in any of the following actions toward children:

a. Inflict corporal punishment in any manner upon a child’s body.

b. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort.

c. Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.

d. Placement in a locked or dark room.

e. Public or private humiliation, yelling, or abusive or profane language.

CGDS reserves the right to terminate care for children who continually put themselves or others in danger or are a constant disruption to the classroom. However, before care is terminated, a meeting will be held with the parents, teachers and Director.

If CGDS determines a child’s behavior threatens the safety and well being of others, we reserve the right to terminate the child’s enrollment immediately.

CGDS may terminate a child’s enrollment, giving the parents advanced written notice, if it is determined that CGDS cannot meet the developmental needs of the child.

**MEALTIMES**

Snack 10:00

Lunch 12:00p.m.

Snack 3:00p.m

These times are approximate.

**INFANT FORMULA AND BABY FOOD**

Infant formula and baby food will be provided by you for your child.

If your child is taking breast milk, there are a few extra steps that you will need to follow:

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 Please send more than enough breast milk/formula for us each day.

#3 All bottles must be labeled with the child’s name and date the bottle was filled and packaged in a spill proof zipped bag.

#4 All breast milk/formula bottles will be sent home with you each evening.

**BREAKING THE BOTTLE HABIT**

As with many other milestones, this requires coordination with the parents, the provider, and the child. Usually children are ready to come off the bottle around their first birthday. If they can successfully drink from a cup they have no need for a bottle. This helps ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. It is encouraged that you to break the habit at home at the same time. Of course you may have a few days (most likely nights) of hassle but it usually only last two to three days, IF you are consistent! That is why it is important for us to communicate openly and make that decision together when the time is right. We will try to give the bottle long enough before the nap that the child doesn’t associate needing the bottle with going to sleep. When it is approaching time to break the bottle habit, we encourage you to try not to have the bottle be the last thing you do before putting your little one down. If you do give a bottle close to bedtime, you might think about doing it first and then reading or singing to your child as a signal that bedtime has arrived. Of course when a child is an infant, they will naturally go to sleep while drinking. My suggestion is for an older infant, perhaps 6 months of age or more.

**SAFETY**

**Inside**

\*Adequate ventilation throughout the school.

\*Fire extinguishers are maintained properly.

\*Toys are age appropriate and safe.

\*Electrical outlets are covered.

\*Pens, pencils and office supplies are out of reach.

\*Knives and scissors are kept out of reach.

\*Cleaners and chemicals are out of reach.

\*The hot water heater is regulated at 110 Degrees.

\* Medications are locked and inaccessible.

\*A well-stocked first aid kit is kept near and expiration dates observed.

\*Provider is CPR and First Aid certified.

**OUTSIDE**

\*Safe grassy area’s to play.

\*Playground free of splinters and harmful objects.

\*Safety approved play equipment and toys.

\*Entire back yard is fenced and gates locked.

\*Children do not play outside unsupervised.

**INSURANCE**

The Children’s Garden Day School carries General Liability Insurance. A policy is available for review.

**MEDICAL EMERGENCIES**

Minor bumps and scrapes are inevitable but every effort is made to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contact immediately. If we are unable to contact either parent, we will call the emergency contact numbers supplied to us to make the medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital. You will be responsible for all costs involved in emergency medical treatment, including but not limited to emergency room care, ambulance visits and co-pays to your insurance company. See Medical Release Form.

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**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. 10:22), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent’s signature attesting to his/her receipt of the information

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or parents make secure a copy of the Manual of Requirements by sending a check or money order for $5 made payable to the “Treasurer, State of New Jersey”, and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center’s copy of the Office of Licensing’s Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing compliant investigation, you are also entitled to review the Office’s Compliant Investigation Summary Report, as well as any letter 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.

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 provided 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 advanced of every field trip, outing, or special event away from the center, and must obtain 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 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 and 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 and 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 with the CPSC website at <http://www.cpsc.gov/en/Recalls>/Recalls-by-Product/?productid=6836. 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.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

**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 temperate of 101.5 degrees Fahrenheit

 Lethargy

 Severe coughing

 Yellow eyes or jaundice 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.

**Your child must remain out of school the day after being sent home.**

**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. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

**Note**: If a child has chicken pox, a health care provider’s note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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 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 or reportable excludable communicable diseases, can be found at <http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf>

**MEDICATIONS**

If your child is on medication and it must be administered while at CGDS, the medicine must be in the original container and labeled with the child’s name, doctor, name of medication, dosage and when it is to be taken. Each day, a Daily Medicine Form must be completed and signed giving permission to administer the medication to your child. Medication will be given at the time you specify and a written record will be kept. We will not allow the administering of Tylenol or other fever reducing medication while your child is in our care. Medicines must be given to your child’s teacher and it will be stored in a locked refrigerated container.

**EXPULSION POLICY**

Unfortunately, there are sometime 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.

 Other (explain)

**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 an 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 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 risk to other children’s welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A CHILD WILL NOT BE EXPELLED**

 If a child’s parent(s):

* Made a complaint to the Office of Licensing regarding a center’s all edged 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, appropriate 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.

 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.

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**TV / Computer Policy**

The use of a television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

**For children ages Infant- 2:**

Television/Computer/Videos will not be used for the classes with children under the age of 2 years.

**For children ages 2-3:**

Television/Computer/Video usage will be limited to a maximum of 30 minutes per day. The programs viewed must be educational and instructional, and shall be age and developmentally appropriate, and not for passive viewing

**For children ages 3-5:**

Television/Computer/Video usage will be limited to a maximum of 45 minutes per day. The programs viewed must be educational and instructional, and shall be age and developmentally appropriate, and not for passive viewing.

**Social Media Policy**

Every employee has the responsibility to maintain and enhance The Children’s Garden Day School’s public image and to use the Internet in a responsible manner. Employees must maintain professionalism at all times in all communications (in-person, written, or online) with The Children’s Garden Day School community. Additionally, all staff must be aware of the possibility of online content being shared with extended family, coworkers, and parents and staff from other classrooms within The Children’s Garden Day School, as well as others outside The Children’s Garden Day School community.

Therefore, all information disseminated will be consistent with the professional standards of The Children’s Garden Day School as expressed within this Social Media Policy and The Children’s Garden Day School’s handbook. Employees may be held responsible for any online behavior or content that connects them to The Children’s Garden Day School or implicates The Children’s Garden Day School in that behavior. Employees may also be held responsible for any statements, posts, communications, or other online behavior or content that is not consistent with The Children’s Garden Day School’s mission and philosophy.

The publication of photos, images, or artwork of students at The Children’s Garden Day School, whether online or otherwise, is generally prohibited without prior approval from the Director. Some families at The Children’s Garden Day School have chosen to restrict photograph permissions of their child(ren), and it is expected that all employees will be aware of, and abide, by those restrictions.

Employees must consider and respect the privacy of the students, faculty, staff, and administrators of The Children’s Garden Day School in all online activity. The posting of confidential and/or identifying information about the children, parents, or staff at The Children’s Garden Day School on social media (including but not limited to Facebook, Twitter, Instagram, and so forth) is strictly prohibited. In no way does The Children’s Garden Day School wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to The Children’s Garden Day School and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee. The posting of non-confidential information (promotional materials and the like) shall be restricted to official channels of communication (The Children’s Garden Day School’s website/Facebook page, etc.) unless prior written approval from the Director has been obtained.

The Children’s Garden Day School has the right to amend and change our social media policy at any time.

**Notification Policy**

When The Children’s Garden Day School needs to notify parents of an event, (school closing to due weather, an open house, an emergency closing or evacuation) we will send an email from the school director through the school’s website, as well as putting a message on the school phone’s answering system. The school may also put a notice on The Children’s Garden Day School’s Facebook page. The director will use the school phone to notify the parents for day to day notifications, if a child is sick, or not feeling well. In some cases the Director may text photos of the student to their parent if requested by the parent .These are the only approved notification methods when the school needs to communicate with the parents. Texting from any teachers to parents is not an official school notification, and teachers are not allowed to take pictures of the children and send them to parents

**DIAPERING**

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed, it will be discussed with parents before applying.

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**HAND WASHING**

**Children’s hands are washed:**

Before eating.

After diapering or use of toilet.

When coming in from outside play.

After coming in contact with a sick child and/or runny nose.

After completing messy crafts or projects.

**Provider’s hands are washed:**

Before preparing food.

Before feeding an infant or giving a bottle.

Before and after giving medications.

After diapering and or assisting a child using the toilet.

After touching body secretions.

And about 100 other times during the day.

Hands are always dried with single use paper towels.

**REST TIME**

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the child care group. We have rest time each afternoon between the hours of 1:00 p.m. and 3:00 p.m. Children are not required to fall asleep, but many do. Children awaken early and have a very active day. Quiet activities are provided for those that wake early from rest time. Mats are supplied for the children. Parents must supply a covering for the mat (i.e., a sheet, blanket or other covering) and an additional covering for use as a covering for the child. Sleep companions may be brought for rest time. We prefer that there are no pick-ups or drop-offs during the designated daily rest time. However, if this is unavoidable, please quietly enter and keep your child quiet on your way out as to not disturb the other children.

**INFANT SLEEP ARRANGEMENTS**

State Child Care Regulations state that all infants must sleep on their back. All recommendations by the SIDS ***Back to Sleep Program*** are followed when caring for a sleeping infant. Please remember, your infant will receive tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are slept on their backs in a travel crib with no blankets, bumper pads, or toys.

**SUPPLIES NEEDED FOR YOUR CHILD**

Bottles and pacifiers until age 1 year

Diapers and wipes--a full bag and please watch their cubby for refills

A COMPLETE change of clothing for each child

A blanket and cover for your child’s rest mat

A paint shirt

Sunscreen

*Please label all items. They will be kept in your child’s cubby.*

**BOTTLES, DIAPERS AND TOILETRIES**

For infants, you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. We will coordinate with you when to start the child on solids; generally this is around 4 months unless the child has medical reasons for a delay.

We also request that you furnish sunscreen as your child will be playing outside a lot in the warm weather. If you wish us to use any type of diapering ointment (with the exception of powder), please supply this also.

By keeping these items on hand, it makes for an easier morning getting out of the house; you only need remember your child!

**TOYS AND PERSONAL ARTICLES FROM HOME**

No toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. Jewelry or any other items of monetary or sentimental value are not allowed at CGDS. Parent releases CGDS and its staff from any loss or damages to toys, clothes, or other personal property brought into CGDS.

**TOILET LEARNING**

We are always willing to assist a child with toilet learning. However, your child must be ready and you must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at CGDS as well.

**OUTSIDE PLAY**

We will play outside every day, weather permitting. A hat and gloves must be provided in the winter. Don’t forget to send pants, boots, and a snowsuit for infants and toddlers for very chilly days. On days of snow, we ask that all children bring snowsuits and boots as we will play in the snow! Please label all attire with your child’s name. When weather is below 30 degrees in the winter, children will not be playing outdoors. Please send your child in play clothes. We have lots of fun outdoors and don’t want to worry about grass stains on our new clothes.

**PROPER ATTIRE**

Child’s play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Do not expect to keep your child’s clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. The children will participate in all activities regardless of their dress. Please remember to replace your child’s clothing in their cubbies at least every 3 months to ensure the proper fit and season.

**FOOTWEAR POLICY**

All footwear must be closed toes, heels, and rubber soles; this has been proven to be safest for children on the playground. We want to avoid slips, trips, bug bites/stings, and stubbed toes as much as possible. Do not send your child in wearing flip-flops, sandals, or jellies; sneakers are best. Socks are highly recommended for comfort and sanitary reasons.

**OPEN DOOR POLICY**

At The Children’s Garden Day School you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child’s day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart.

**TERMINATION**

If you decide to remove your child from The Children’s Garden Day School, we require thirty days written notice, acknowledged by the Director. You are required to pay for these thirty days. If violations of this agreement occur, you may be given immediate termination from The Children’s Garden Day Schooland all security deposits will be forfeited by you. Examples of why we would terminate your child’s care include: (but are not limited to)

#1 Failure of parents to pay tuition/fees.

#2 Failure to complete and sign any required forms.

#3 Lack of parental cooperation.

#4 Gross misconduct on the part of the parent or child.

***PARENT HANDBOOK SIGNATURE PAGE***

This is to verify that I have read and received a copy of The Children’s Garden Day School’s Parent Handbook (Rev9/17) for my child(ren). Included in this handbook is the school’s Information to Parents document, the Parental Notification Policy, Social Media Policy, Expulsion Policy, Policy on the Release of Children, the Positive Guidance and Discipline Policy, and the Policy on Communicable Disease Management, as well as other policies and regulations.

Child(ren)’s Name

Parent/Guardian’s Name

Signature

Date