

# THE GIVING NEST PRESCHOOL & KINDERGARTEN POLICY & PROCEDURE BOOKLET



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## **Policy #1: PARENT/SCHOOL TUITION AGREEMENT**

To secure your child's enrollment, you must:

**1. Complete and sign The Giving Nest Preschool & Kindergarten Application and the Parent/School Agreement. Pay the first of ten tuition payments and a \$50 registration fee per family.** Our refund policy is as follows: we will refund your payment minus the registration fee, up until June 1st. If you request to cancel enrollment after June 1st, you will receive a refund once your child's spot has been filled. If you withdraw your child from our program, we will need a dated and written notice.

**2. Pay the second payment on or before June 1st.** In May you will receive the Admission Packet and instructions. If we have not received this second tuition payment by June 1st, your child will no longer be registered for September. (If your child withdraws from the school during the school year you must write a letter a month prior to the month you will be leaving. We will then apply this payment toward your child's last month with us.)

**Tuition Payments:**

- Tuition payments are due on the first of the month.
- There is a \$10.00 late fee if payment has not been received by the 10<sup>th</sup> of each month from October to May.
- If payment is not received by the last day of the month, the student will not be permitted in class until the payment is received.
- If there is a balance on your tuition account, your child will not be eligible for extended care, enrichment classes and/or any special programs.
- There will be no tuition refund if your child is absent from school due to illness, family emergencies, family vacations, or short term COVID class quarantines.
- Returned checks are assessed a \$35.00 fee.

## **Policy #2: TUITION PAYMENTS**

Tuition is divided into ten (10) equal payments due on the first of each month. As explained on our application and in our Parent/School Agreement, your first payment is due upon registration; your second payment is due by June 1. If you sign up after June, your second payment is due 30 days later. There are eight (8) more payments due by the first of each month from October through May. Please use the payment envelopes provided for you during the school year. Tuition payments may be mailed or dropped in the tuition box in the office. Teachers are not responsible for putting payments found in backpacks in the box. *There will be no tuition refund if your child is absent from school due to illness, family emergencies, family vacations, or short term COVID class quarantines.*

## **Policy #3: NONDISCRIMINATION OF STUDENTS**

The Giving Nest admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Policy #4: SANITATION & HYGIENE

1. **Sanitizing/Disinfecting:** All hard surfaces and frequently touched surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the sink for a disinfecting process like usual. All surfaces and toys will be sprayed with our electrostatic mister after the children leave the room throughout the day.
2. **Germ Guardian Air Purifier:** Every classroom has a *Germ Guardian Air Purifier* machine with a U-V light.
3. **Shared Spaces:** All indoor shared spaces (the bathrooms, gym room, hallways, kitchen) and classrooms will be cleaned after each use and deep cleaned at the end of each day.
4. **Mask Wearing:** After careful consideration and continuous monitoring of COVID-19 statistics in our area, the Giving Nest will adopt a 'mask optional policy.' This means that staff and families can decide if they want to wear a mask or not wear a mask. Whatever the decision, all will be respected and supported. **Masks are recommended for children or staff that are returning from a COVID quarantine or close contact quarantine (days 6-10 after positive test or exposure).**
5. **Personal Belongings:** Children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Rest time items will be sent home at the **end of each week**. Bedding should be laundered and returned at the beginning of each week.

## Policy #5: HEALTH REQUIREMENTS

1. **New Students:** Before a new student can enter the Giving Nest program, we must have on file a completed Universal Medical Form and Immunization Records. As your parental responsibility it is imperative that you keep the Immunization Records up to date.
2. **Returning Students:** The state mandates that children attending school must have documentation of an annual physical and that any new immunizations must be documented and recorded. This form MUST be completed by your child's health care provider and returned to the school.
3. **All Students: Seasonal Flu Vaccine** – The current seasonal flu vaccine is required every year by December 31<sup>st</sup> for children 6 to 59 months of age. We need documentation from your child's physician each school year when they receive the seasonal flu vaccine.
4. **Required Immunizations mandated by the State of New Jersey** (If you have any questions, we have a Recommended Childhood Immunization Schedule in the office)
  - A minimum of four doses of diphtheria, pertussis, tetanus (DPT) vaccine is required. One dose must be given on or after the fourth birthday.
  - A minimum of three doses of polio vaccine, (OPV/IPV) is required. One dose must be given on or after the fourth birthday.

- One dose of rubella (German measles) vaccine given on or after the first birthday. If MMR is given before the first birthday, the child is identified and revaccinated.
- One dose of mumps vaccine given on or after the first birthday.
- One dose of varicella for all students.
- HIB four (4) doses for all students. Two doses of measles-containing vaccine given on or after the first birthday, preferably as MMR, no sooner than one month and no later than the routine interval of two months following the first dose and a second dose by the fifth birthday.
- Three doses of hepatitis B vaccine for all students entering kindergarten and/or turning five years of age. Upon receipt of the first dose of Hepatitis B vaccine a child is granted admission to school until the completion of the Hepatitis B series (this should be completed within a few months and at the discretion of the doctor).
- Influenza Vaccination is required yearly.

### **Policy #6 : SICK CHILDREN WITH REGARDS TO COVID-19**

- If your child is showing Covid-19 symptoms (fever, cough, shortness of breath, etc.) or tests positive (even without symptoms), you must keep your child home. Please contact the school.
- If your child has a positive test
  - They must stay home for 5 days. Day 1 is the day after the test / symptoms started. They may return on Day 6, only if fever free for 24 hours without fever medicine and the other symptoms have improved. It is highly recommended that when they return to school that they wear a mask for an additional 5 days.
- If your child has been in close contact with a person or child testing positive for Covid -19
  - They are able to attend school provided they are symptom free. We highly recommend that children wear a mask while at school for 5 to 7 days after exposure.
  - If the exposure is a household member exposure please call the school to discuss the procedure before returning to school. Child is required to stay home for five (5) days after exposure. The child can return to school on the 6<sup>th</sup> day as long as they are symptom free, and it is highly recommended to wear a mask for days six (6) through ten(10).

### **Policy #7 SICK CHILDREN (Other than COVID-19) (Management of Communicable Diseases)**

- We try our very best to keep the Giving Nest a healthy place to send your children, but we need your help!
- Please keep your child at home if he/she is not feeling well.

- Any child with a communicable disease\* or exhibits one or more of the following symptoms should not attend school. If such symptoms occur at school, the child will be removed from the group and parents will be called to take the child home.
  - ✓ Severe pain or discomfort
  - ✓ Two or more episodes of diarrhea
  - ✓ Axillary (forehead) temperature of 100.0 or over
  - ✓ One or more episodes of vomiting
  - ✓ 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 for 24 hours 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 school unless contraindicated by the local health department or the Department of Health. This policy conforms to the Manual of Standards, DCF.
- We have included the NJ Department of Health communicable disease quick reference guide.

**Policy #8: RE-ENTERING SCHOOL AFTER ILLNESS**  
**(Other than COVID-19)**

- Children with a minor illness may return to school when they are symptom-free and fever-free for 24-hours or has a health care provider note.
- A child may return to school with strep throat only if he/she has been on an antibiotic for a full 24 hours and is fever-free.
- A child with a diagnosed illness, serious illness, communicable disease, or injury will require a physician's note to return to the Giving Nest at the Director's discretion.
- A child may return to school after chicken pox when all blisters have developed scabs.
- The Giving Nest maintains an Illness Log of all sickness reported to or manifested at the school.
- Parents will be notified if there is a diagnosed case of chicken pox, conjunctivitis (pink eye), Coxsackie virus, Fifth Disease, Strep Throat or Lice at the school. A notice will be sent home to the children who are in the same class as the sick child.





# Quick Reference



## Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

**Communicable Disease Service  
Disease Reporting Requirements and  
Regulations can be viewed at:**  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

### CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

### REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

**HIV/AIDS**  
**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- AIDS
- HIV infection
- Child exposed to HIV perinatally

**Sexually Transmitted Diseases**  
**609-826-4869**  
**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)  
**609-826-4878**  
**Written report within 24 hours**

**Occupational and Environmental  
Diseases, Injuries, and Poisonings**  
**609-826-4920**  
**Report within 30 days after  
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

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[www.nj.gov/health/cd](http://www.nj.gov/health/cd)



## **Policy #9 HEAD LICE (PEDICULOSIS)**

Head lice can affect anyone, does not discriminate and can be very “pesky”. It can be a common occurrence in schools especially during the fall and winter months. We make every effort to keep our school lice free.

### **We will...**

1. Notify you immediately if we have a reported case of head lice.
2. Notify you if we have heard that a surrounding public school has a case of head lice.
3. Once you get this notification, we encourage you to be proactive by:
  - ✓ Checking your child’s head daily by using a **Nit Comb**.
  - ✓ Not sharing brushes, combs, hats, etc.
  - ✓ Keeping long hair in a ponytail, braid or a bun.
  - ✓ Applying gel or hairspray in your child’s hair (it inhibits the lice from attaching to the hair)

### **Please help by...**

1. Should you detect any lice/nits, notify the school immediately. Please be assured that your call will be kept completely confidential.
2. Treat your entire home as well as the people in it.
3. Bag any items not washable, wash anything washable in hot water, vacuum all carpets and furniture.
4. Most Important – DO DAILY head checks using a **Nit Comb**.

### **Returning to school...**

1. Your child may return to school after receiving treatment and all nits have been removed.
2. A parent is asked to be present for the re-inspection by the office staff prior to admission to the classroom.

## **Policy #10 ALLERGIES**

The goal of the Giving Nest Preschool and Kindergarten is to ensure the safety and well-being of all our students. Each year we have several children with a variety of allergies (eggs, peanuts, milk, mangos, watermelon, apples, strawberries, raw vegetables, sesame seeds, chalk, latex, etc.) at each of our locations. The Giving Nest is not a “Peanut Free, Milk Free, etc.” school.

### **The Giving Nest Policy & Pledge with Regards to Children with Allergies...**

1. Upon your request, the director, teacher, and assistant will sit down with you to discuss your child’s allergies.
2. We will keep your child’s required medication and the physician’s paperwork that has his/her signature and detailed instructions in a cabinet that is inaccessible to the children.
3. Paperwork that needs to be completed by the physician will be given to the parent if they listed an allergy on the application.
4. That our staff members are trained on the use of an Epi-pen, In-haler and Nebulizer.
5. That at least 2 staff members will be in the building that are CPR and First Aid Trained.
6. That an “Allergy List” will be posted inside the teacher’s closet and in her lesson plan book. Specifics about the allergy will be noted on the list.
7. The office has a detailed list of “All” the children that have allergies at our school with specific information and that the extended care staff has the same information in their extended care notebook.

8. All tabletops are cleaned first with a Soap & Water solution and second with a Disinfectant solution before and after lunch and snack time.
9. The children will clean their hands with soap and water before handling food.
10. All snacks will be sent in from home for all of the children.
11. Birthdays, Holiday Parties & Special Events: With your permission, we will send a notice to the class of things that your child can eat for 'special events' in the classroom. The office will inform you of what foods will be served to get your approval. If preferred, you may send in something special for your child to eat.

**What we expect from Parents of Children with Allergies and the Child's Pediatrician:**

1. That you note allergies on the Giving Nest application.
2. That you provide the SCHOOL OFFICE with any necessary medication and the required physician paperwork. We cannot have any medication on the premises without the paperwork AND medication.
3. All medication must be:
  - a. Labeled with the child's name and prescription.
  - b. Stored in the original container.
  - c. If two Epinephrine pens are noted on the container, both are required to be sent in.
4. If you note any allergy/medical condition on the application but your child does not require medication, we need paperwork completed by the pediatrician stating as such.

**Policy #11 DISPENSING MEDICATION**

**The Giving Nest Preschool and Kindergarten will administer prescription and non-prescription medication ONLY if the following steps listed below are followed:**

1. A statement from the private physician indicating the condition, the diagnosis of the condition for which the medication is being prescribed, and the length of time that the medication should be taken in school, as well as the possible side effects of the medication.
2. The parents' written permission for the Director and office staff to administer the medication with specific instructions on how to administer the medication. (Parents should note the time that the prior dose was given and whether the child is to receive more than one dose per day at school.)
3. The parent must supply the medication in its original container, which must be appropriately labeled by a pharmacy or physician.
4. This medicine will be stored at school. It should never be in the child's backpack or lunch box.
5. Non-prescription medication shall be administered only after receipt of written approval from the child's parents.

The school Director must approve all medication to be administered in school. The only individuals permitted to administer medication in school are the director, office staff or the parent. In the event none of the above individuals are present, the teacher may administer the medication. A medication log will be filled out each time medication is administered.

**Policy #12: RELEASING CHILDREN**

- All parents and/or guardians must complete a **Permanent Pick-up Permission Form** before the first week of school. This form requests a list of the names and phone numbers of individuals

(relatives, friends, parents of classmates) who have your permission to pick up your child from school. This form is included in your admission packet.

- Students will be released **only** to a parent or person listed on the pick-up form. The teacher keeps this form in the classroom and a copy is kept on file in the office. Please inform anyone picking up your child that they will be asked for identification if we do not know them.
- If someone other than the parent or persons listed on the permanent pick up form is to pick up a child, the parent must complete a *Temporary Pick Up Form* (these forms are available in the office at any time or can be found on our website) -or- send an email request to [directorsnp@givingnestpreschools.com](mailto:directorsnp@givingnestpreschools.com) .
- ◆ If a non-custodial parent has been denied access or granted limited access to the child via court order, the Giving Nest must have documentation to this effect on file. Otherwise, the child will be released to either parent.
- ◆ If a child is not picked up at the end of class, he/she will be sent to the office. Every attempt will be made to contact the parent. The parent will be charged a fee for after care if he/she is more than 10 minutes late.
- ◆ If a child is not picked up by the closing of the school day, our procedure is as follows:
  - a) Staff members will make every effort to contact the parents of the child or any of the individuals listed on the emergency card on file.
  - b) If the staff member in charge is unable to contact anyone by 5:00 p.m., it will become necessary for her to call the *24-hour State Central Registry Hotline (1-877-NJ-ABUSE)* to seek assistance in caring for the child until a parent or authorized individual is able to pick up the child.
- If the individual picking up a child appears to be intoxicated or physically or emotionally impaired, the child will not be released. All staff members have the right to make this decision based on observation. Should this decision be made, the school will make every effort to contact another authorized person to pick up the child.

### **Policy #13 DELAYED OPENINGS, EARLY DISMISSAL & SCHOOL CLOSINGS**

As soon as a decision has been made in case of severe weather and there is a school closing, delayed opening, or an early dismissal you will be notified as follows:

- You will receive an email stating:
  - ✓ That school will be closed for the day.
  - ✓ That school will be on a delayed opening schedule (there will not be early care on that day but there will be aftercare)
  - ✓ That school will be on an early dismissal schedule (there will be early care but there will be no aftercare)
- Channel 12, News 12 NJ
- Message on our school phone: (908)754-2060

If, during the morning, a delayed opening changes to a closing you will receive a second email informing you of the change and channel 12, News 12 NJ will be updated.

There will also be an updated message on the school phone. If there is a storm, please call the school in the morning or the night before.

## **Policy #14: ARRIVING LATE, PICKING UP EARLY AND FORGOTTEN ITEMS GIVING NEST ENTRANCE DOOR TO USE**

The school entrance doors will be used at arrival and dismissal times. The doors will be shut and locked at all other times. If you come late, pick up early, must drop something off, etc., you should park in a space by the orange cones, ring the doorbell at our front single entrance door. Someone from the office will help you.

## **Policy #15: DISCIPLINE**

At the Giving Nest positive discipline means training and helping children to achieve self-control; it doesn't mean 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. Positive Discipline is a process of teaching children how to behave appropriately. It respects the rights of the individual child, the group, and the adult.

Our staff is trained extensively on our discipline policy/philosophy. Our policy/philosophy is based on the following beliefs:

1. A well-prepared, organized classroom encourages positive behavior.
2. If a child is actively engaged in an age appropriate and stimulating small group activity behavior problems will be minimal.
3. Discipline means training and helping children to achieve self-control.
4. Discipline NEVER means PUNISHMENT.
5. There should be consistent, clear rules that are explained to children and understood by adults. Children are taught the rules through role-playing.
6. Children learn by modeling appropriate adult behaviors.
7. Children learn by taking ownership of their behavior and they should be given logical consequences and choices when appropriate.
8. Good choices/behavior should be recognized not his/her person. (For example: Never say "Good boy/girl" rather say "You are sharing the blocks – great job!").
9. Bad choices/behavior should be corrected not his/her person (For example: Never say "Bad boy/girl" rather say "At the Giving Nest we do not throw blocks").
10. Anticipate problems and potential problems and act upon them quickly.
11. Adults should assume leadership and follow through consistently and fairly.
12. Provide the structure and support children need to resolve their differences.
13. Share ownership and responsibility with the children. Talk about our room, our toys.
14. Re-direct to a new activity to change the focus of a child's behavior.
15. Provide individualized attention to help the child deal with a particular situation.
16. Have the child sit with you for a few minutes so he/she may gain self-control. (We use one minute for each year of the child's age for how long they sit).
17. Divert the child and remove from the area of conflict.
18. Provide alternative activities and acceptable ways to release feelings.
19. The following things are **DISALLOWED** while disciplining a child: Hitting, shaking, any corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, or any form of emotional punishment; any form of child abuse and/or neglect; withholding food or emotional responses or stimulation or rest/sleep; and making children stay silent or inactive for an inappropriately long period of time for the child's age.
20. A child will **NEVER** be disciplined for not eating, sleeping or for soiling himself. Nor will any child be disciplined by withholding playground privileges or loss of snack or lunch.

## **Policy #16: ALL FORMS OF ABUSE**

### **Code of Conduct with Children and Adults**

1. The Giving Nest provides our students, employees, and Giving Nest families with the highest quality of services available. We are committed to creating an environment that is safe, nurturing, empowering, and one that promotes growth and success.
2. The Giving Nest has zero tolerance for abuse. Conduct that rises to the level of abuse will result in intervention or disciplinary action, up to and including, dismissal from the Giving Nest and cooperation with law enforcement.
3. In addition, the Giving Nest will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the Giving Nest will take the necessary steps to eliminate such behavior.
4. All reports of suspicious or inappropriate behavior or allegations of abuse will be taken seriously. The Giving Nest will fully cooperate with authorities if allegations of abuse are made that require investigation.

### **Code of Conduct Expectations**

Giving Nest Students, Employees, Employers and Families will...

- be treated with respect at all times.
- be treated fairly, regardless of race, sex, sexual orientation, gender identification, age, or religion.
- avoid affection with students, staff and families that cannot be observed by others.
- not use or be under the influence of alcohol or illegal drugs in the presence of students and families.
- not work one-on-one with students in a private setting. Staff, substitutes, private consultants, and volunteers will use common areas when working with children and the door must remain open.
- not abuse children, employees, employers, and families in anyway.
- The Giving Nest will address any behavior that is classified under the definition of bullying. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength.

**Explanation:** The Giving Nest Preschool & Kindergarten are licensed by The Division of Youth and Family. Our employees, employers and school facilities must meet all standards and requirements. Our schools are randomly inspected by the state and our license at each facility is renewed every 3 years. When inspectors visit our schools, they look at our employee and employer files. All staff must have the necessary documents, including...

- A signed disclosure form of the absence of conviction(s) for crimes or disorderly persons offenses
- A Child Abuse Record Information (CARI) background check (this is done every three years)
- A Criminal History Record Information Fingerprint background check.

With regards to personal interactions / off-site contact between employees, employers with Giving Nest families (e.g., babysitting, tutoring, private lessons/coaching, social interactions, playdates, birthday parties, sleepovers, overnight trips, vacations, rides to/from Giving Nest or extracurricular activities and events) the Giving Nest Preschool & Kindergarten does not promote or facilitate off site contact.

## **Policy 17: EXPULSION**

Unfortunately, there are reasons we must 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) 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 or other parents.

Parent exhibits verbal abuse to staff, other parents, or other students 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 parents, or children while on school premises.

### 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 behavioral changes required 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 childcare (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.

### Child Will Not Be Expelled

If a child's parent(s):

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 childcare arrangements.

### Proactive Actions That Can Be Taken In Order to Prevent Expulsion

Staff will try to redirect the child from negative behavior.

Staff will reassess classroom environment, appropriate 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.

### **Policy #18: FOOD and HYDRATION**

- **SNACK TIME:** All children that attend a **\*full day class** should bring a **'small snack'** every time they come to school. The snack should be in a baggie or a container that is labeled "Snack" and put in the front or side pocket of your child's backpack (please do not put it in your child's lunchbox. **Some ideas:** Goldfish, Cheese and Crackers, Pirate Bootie, Veggie Sticks, **Cut Up** Fruits or Vegetables, Graham Crackers, or a Granola Bar. \*Children that attend a half day class should bring in a snack for the first two weeks of school – after the two weeks you will be informed if snack will continue.
- **HYDRATION:** To ensure that all children stay hydrated, we require that all children bring a reusable bottle filled with water every time they come to school. The lid and the bottle must be labeled with the child's first and last name. Children will have access to their water bottle any time throughout the day. If your child is on a special diet, please inform the school.
- **LUNCH TIME:** All children will have lunch while at school. Please clearly label the outside of your child's lunchbox with your child's first name. Food cannot be refrigerated or heated. Please try to pack a healthy lunch such as a small sandwich and cut up fruit, crackers and small pieces of cheese; be sure to include a drink. Please do not send in soda or candy.

### **Policy #19: QUIET TIME**

All students that attend four or more consecutive hours are required to have "Quiet Time." The Chick-a-dees and Ducklings will have "Quiet Rest Time". The children will be provided with a mat to use during rest time. Each mat will be disinfected daily. Children must bring in one large beach towel that is stored in a sealed bag. The towel and bag must be labeled with the child's first and last name. During the Chick-a-dee rest time the lights are dimmed, and the teacher plays quiet sleepy time music. During the Duckling rest time the lights are dimmed, and the children watch an educational and developmentally age-appropriate video for no more than 30 minutes. The Bluebirds, Cardinal, and Kindergarten do not have to lay down, but they must have quiet time. The children will play in small cooperative groups, or they will watch a 30-minute educational and developmentally age-appropriate video.

### **Policy #20: BATHROOM, DIAPERING & POTTY TRAINING**

Before the children go outside or have snack or lunch, they take a trip to the bathroom with the teacher and the teacher assistant. If your child needs help with snaps, zippers, or buttons they are there to assist. If a child requests to use the bathroom at any time, he/she will be taken immediately. The teacher will also ask if anyone else would like to visit the potty at this time. This is a good reminder for those children who get involved in play and forget to ask or those that may be too shy to ask. Children are always taken to the bathroom by an adult. The Children who are in the Chick-a-dee and Duckling classes do not have to be potty trained. Children in the Bluebird, Cardinal or Kindergarten class must be potty trained. Children who are still in diapers will be changed by the teacher or the teacher assistant when needed. If your child is still in diapers, please put **four diapers** or **pull-ups (with Velcro only)** and **wipes** in his/her backpack.

**The Giving Nest does not do formal potty training.**



## **Policy #21: CLASS TRIPS**

The Giving Nest does not go on Class Trips that require transportation. We bring "Class Trips" to the Giving Nest. For example, the fire fighters come with their truck, the farmer from Quiver Farms gives a presentation and leaves chick eggs OR duckling eggs! The children get to watch the chicks or the duckling hatch from their eggs!

## **Policy #22: BIRTHDAYS**

Birthdays are very important at the Giving Nest. We make this day very special for your child. He/she will be given the option of wearing a "birthday vest" that was lovingly made by one of our teachers. During morning sing, the birthday child will hold the flag for the flag salute and during the singing of the anthem. Afterward, we all join in to sing "Happy Birthday". The teacher will take a photograph of this event. If you want to join us for this special day, please reach out to your child's teacher. Also, on this very special day, you may send in ice cream Dixie cups, popsicles, cut up fresh fruit, cheese & crackers, munchkins, OR cookies as a birthday treat for the class. During snack time the birthday child will pass out the treats and everyone will sing "Happy Birthday" again!

**The following are not allowed:** Cupcakes or Cakes, Goodie Bags, Games and/or Projects. Teachers are not permitted to deliver party invitations.

## **Policy #23: SOCIAL NETWORKING AND WEBSITE**

### **Electronic / Social Media / Social Network Policy**

The terms "Electronic Communications" and "Social Media" or "Social Network" refer to activities that integrate technology, telecommunications, and social interaction using words, images, video, or audio tools. The children at the Giving Nest participate in many interesting and fun activities throughout the year. We want to give you many opportunities to watch your children enjoying themselves and learning new things. Following is our Social Networking and Website policy. (Please note, no full names or personal information will be included at any time). You received the Permission form in the Admission Packet, and we have your signed copy on file.

1. Children may be photographed by local newspapers with his/her class when we have a special event taking place in the school.
2. Children may be photographed and/or videoed with his/her class that would be displayed on our Giving Nest Web Page.
3. Children may be photographed and/or videotaped with his/her class for our Facebook Page.
4. Children may be photographed and/or videotaped with his/her class to be emailed to his/her classmates and present Giving Nest families.

**Emailing & Texting:** Teachers and Assistants should not email, or text a student's parent/guardian and a student's parent/guardian should not email or text teachers and assistants with regards to the Giving Nest. If a parent/guardian would like to speak to an employee, they should put a note in their child's communication folder, call the office or email the school. An office staff member will give the message to the staff member, and she will contact the parent/guardian via the school phone. Office staff will email and text parent/guardian to fulfill their duties.

### **Social Networking:**

- Employees may not put photographs of Giving Nest students that were taken at the Giving Nest (unless they are your children or relative).
- Employees and Parent/Guardians: Employees should not "Friend" parents/guardians and Parent/Guardians should not "Friend" employees that you know exclusively through the Giving Nest.

- Employees can send photographs, class highlights, etc. to the director, employers and/or employees assigned to this task that will be posted on our social media page.
- Parents are prohibited from posting and/or sharing any photographs and/or videos of any child other than their own while children are participating in Giving Nest activities. The Giving Nest is only responsible for pictures and/or videos posted by the Giving Nest on Giving Nest social networking owned websites/pages.

### **Policy #24: USE OF TELEVISION AND COMPUTERS**

The use of a television, computers, and other audio-visual equipment shall:

1. Be limited to educational, interactive, and instructional use only.
2. Be age and developmentally appropriate.
3. Not be used as a substitute for planned activities or for passive viewing.
4. Be viewed for no longer than 30 minutes.

### **Policy #25: PARENT/SCHOOL COMMUNICATION**

We try our best to communicate with all our families at the Giving Nest. We keep the lines of communication open through:

**Monthly Newsletters:** At the end of each month, we post on our website a newsletter highlighting school-wide activities planned for the upcoming month.

**Class Calendars:** At the end of each month your child’s teacher will post on our website a classroom calendar highlighting the activities planned for the upcoming month. You will also receive a class calendar via your child’s communication folder. Special events such as holiday parties, show ‘n tell, “red” day, etc. will be noted on the calendar. It is a good idea to hang your calendar on your refrigerator to remind you of special dates!

**What’s Up:** An explanation of the small group activities planned for each age group will be posted on our website each month. Please take a few minutes to read your “What’s Up”. It details the learning games and stimulating activities your children will be enjoying. It is a great way to encourage your child to talk about his/her school day!

**Additional Notification Resources:** We often use the following notification avenues for various reminders, notifications, volunteer opportunities, etc.

1. **Constant Contacts** – The office will send emails throughout the month as reminders, to post photos, upcoming events, important information, etc. If you are not receiving our emails, please check your spam – especially if you have a Gmail account.
2. **Facebook** – check often for a peek in to see what’s happening during the day at the Giving Nest.
3. **Events calendar** – found on our website. The calendar can be viewed for the entire year to help plan work or vacation schedules.
4. **Parent/Teacher Conferences:** A parent or staff member may initiate an informal conference whenever appropriate. A formal conference with the teacher and parent is scheduled in November for all classes. In January the teachers will send home a progress report. Conferences are not scheduled at this time unless the teacher and/or parent feel it is necessary. In May/June all classes will have Parent/Teacher conferences with a progress report.

### **Policy # 26: SCHOOL VISITATION**

The parents of children enrolled in our school can visit the school at any time during the school’s normal hours of operation. Parents may observe without scheduling an appointment. Please be advised that our doors are locked during the school day, and parents should report to the office after ringing the doorbell in the front of our building.

## **Policy #27: WAYS TO VOLUNTEER**

**Share Your Talent:** Every year the Giving Nest children enjoy learning about our *school theme* throughout the year during Morning Sing time. Our themes change from year to year. We encourage parents, friends, and relatives who may have special knowledge or experiences relating to our theme to come in and share with the children. We also love parents with special talents to come in and perform for the children. It is always a treat for a child to have his/her parent come in and talk to the group. If you would be interested, please plan with the director.

**Classroom:** Each age group explores various themes in the classroom throughout the year. You may refer to the monthly calendars on our website, [www.givingnestpreschools.com](http://www.givingnestpreschools.com) for information regarding individual class themes. Again, we encourage you to come in and share with the children if a theme interests you. Please make arrangements with your child's teacher in advance.

## **Policy #28: CONCERNS & PROBLEMS**

The directors and teachers have pledged to resolve problems as quickly as possible. If you have any questions, problems, or concerns, please feel free to call the school or leave a note for the teacher or director via the office.

Department of Children and Families Office of Licensing

## **Policy #29: INFORMATION TO PARENTS**

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

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at

<http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint

investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

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

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