



**Policy and Procedure
Handbook
2021-2022**

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(UPDATED 9/22/21, 10/19/21, 1/12/22, 1/26/22, 3/3/22)

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MISSION STATEMENTS

TEMPLE EMANU-EL (TEE)

Temple Emanu-El follows a proud tradition of Reform Judaism with a focus on Torah and worship, education, social action, Jewish culture, Israel and leadership. We work to build meaningful connections through Jewish values, celebrating each person's unique journey. We strive to be a compassionate and spiritual community dedicated to inclusion.

EARLY CHILDHOOD EDUCATION PROGRAM (ECE)

At Temple Emanu-El's Early Childhood Education Program, we create an environment that encompasses the importance of Judaism, family, community, and the individual needs of each child. We respect children for who they are now, as well as for their potential. In our warm and nurturing environment, children learn through active play and exploration. Our Jewish values and traditions are the foundation of our program and we welcome all early childhood families into our temple community.

WHO'S WHO AT THE TEE ECE

DIRECTOR:	JILL CIMAFONTE	jcimafonte@tewnj.org
ASSISTANT DIRECTOR:	ALIZA CINAMON	acinamon@tewnj.org
ADMIN ASSISTANT:	CLAIRE BERNSTEIN	cbernstein@tewnj.org
INFANT/TODDLER MANAGER:	MARGIE LEVENSON	mlevenson@tewnj.org
EXECUTIVE DIRECTOR:	JASON SILBERFEIN	jsilberfein@tewnj.org
SENIOR RABBI:	RABBI ETHAN PROSNIT	eprosnit@tewnj.org
PARENT CTE. CO-CHAIRS:	ALISSA NUSSBAUM	alissa611@gmail.com
	CARA TABATCHNICK	cctab9@gmail.com

CURRICULUM

We believe that children are competent and capable learners and that they learn best through active play and exploration. We strive to meet the needs of the individual child through developmentally appropriate practices. Our curriculum incorporates components from a variety of early childhood approaches including emergent curriculum, nature-based learning, and principles of the Reggio Emilia philosophy. As a Jewish school, we frame our work through Jewish lenses, values, and culture. We emphasize the development of positive Jewish identity through experiences involving Shabbat, Jewish holidays, blessings, culture, and values.

Children have a strong disposition to explore and discover. Our curriculum builds on this natural curiosity, enabling children to interact, question, connect, problem-solve, communicate and reflect. The ideas for our thematic classroom units emerge from the children's play and through their interests. By studying large thematic units for several weeks, the children will investigate and explore topics through movement, science, literature, math, art, music, nature and Judaic activities.

The infant and toddler curriculum incorporates a warm, nurturing, and stimulating environment that supports and encourages their language, motor, cognitive, and social-emotional development.

TEVA, our outdoor classroom, provides children opportunities to learn and play in a natural environment. Activities focus on physical, social-emotional, spiritual and cognitive development, while instilling a lifelong connection to nature.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences will be offered virtually twice during the school year. This is an opportunity to review your child's growth and development, to share any noteworthy behaviors that are occurring at home or in school, and to discuss any concerns.

Our staff will use various recording tools to monitor your child's development. The information gathered using the following tools will be shared with you during conference meetings or other appropriate times:

- Anecdotal Records: logging your child's behavior, interests and any information provided by parents regarding changes in the child's home life or environment.
- Portfolio: samples of your child's work in various areas.
- Student Progress Reports: assess developmental goals by age group level.

Following each of the two conferences, you will receive a copy of your child's progress report, which will include the formal assessment as well as the teacher's open-ended comments.

If you have any questions or concerns, you may request a virtual conference with your child's teacher at any time during the school year. You may also request a virtual conference with the Early Childhood Education Director at any time.

SCHOOL POLICIES AND PROCEDURES

HOURS OF OPERATION

Infants, Toddlers and Early Hours start at 8:00 am

Twos, Threes, and Pre-K start at 9:00 am

Kindergarten starts at 8:45 am

Half-Day Twos and Half-Day Threes dismiss at 12:30pm

All other Twos, Threes, Pre-K and K dismiss at 2:45 pm

Late Hours Dismiss at 4:30 or 6:00 pm

Infants and Toddlers dismiss at 6:00 pm

If you need to drop-off or pick-up your child at a time other than listed above, please inform the ECE office and your child's teacher. All children must be picked up no later than 6:00 pm.

ENROLLMENT

Enrollment is open to all children without regard to sex, race, color, national origin, political beliefs, religion or the status, behavior, or beliefs of their parents.

LICENSING AND COVID-19 RELATED REGULATIONS (UPDATED 10/19/21, 1/12/22, 3/3/22)

Temple Emanu-El's Early Childhood Education Program is licensed by the State of New Jersey's Department of Children and Families (DCF). All COVID-19 related policies and procedures are based on the DCF guidelines, recommendations from the Center for Disease Control (CDC), and our local Westfield Department of Health (DOH). We will continually adjust our program's policies and procedures to align with the current guidance from these agencies. We will provide updates to our policies via email from the Early Childhood Director.

We require that all families and staff follow state and local regulations related to communicable diseases and COVID-19. This includes but is not limited to quarantine requirements stemming from family travel and any other ordinances.

TRAVEL: If you are traveling out of the country, your unvaccinated child(ren) and any unvaccinated adult (that has not recovered from Covid within the past 90 days) is required to quarantine for a full 5 days, monitor for symptoms, and can return on day 6 if symptom free and has received a negative test result (can be pcr, a medically supervised rapid, or a home test) between days 3-5.

If you are traveling domestically, regardless of vaccination status, quarantining is NOT required unless you exhibit any symptoms.

MASKS: Mask wearing is optional for children and adults both indoors and outdoors. Regardless of their masking choice, every child MUST have a mask with them each day (in their backpack) and every staff member must always have a mask readily available for themselves. The ECE reserves the right to mandate mask wearing for children 2 and over and every adult during the following circumstances:

- High or very high activity level in community (based on the Covid Activity Level Index, or CAL: <https://www.nj.gov/health/cd/statistics/covid/#1>)
- During an outbreak or a general increase in cases as per the Westfield Board of Health
- After returning from isolation or quarantine during days 6-10 (where applicable)
- If symptoms of illness occur during school time, the person must put on a mask until they can leave the building
- If outdoors and there is sustained close contact with other individuals or during periods of high community transmission. Individuals who are completing their isolation or quarantine period from days 6-10 must wear masks outdoors.
- During large group gatherings (indoors and outdoors) when there is more than one class pod together such as a school-wide Shabbat celebration.

We anticipate that some staff members and children will continue to wear their masks. As part of our ECE and temple community it is expected that everyone's views and actions are treated in a respectful and understanding manner.

TESTING: In most cases, a pcr or rapid antigen test (performed by a medical professional or at a clinic) is acceptable. Home tests are only acceptable when it is travel related and the individual does not have any symptoms OR when a sibling is a contact of a contact. The Director/Assistant Director will confirm the necessary test required.

CLASS PLACEMENT

Student class placement is a complicated process and many factors are taken into consideration: student, teacher, gender mix, class size, teacher recommendations and learning styles. We think deliberately about each class placement and strive to achieve the best match of student to teacher and students to class. **All placements are final.**

CLASS PODS

There will be a maximum of 15 children per class. Children from no more than two separate classes will combine for early and late hour activities, thus creating a pod of no more than 30 children. Only vaccinated staff members are allowed to float between classes to substitute and cover breaks as needed. Indoor and outdoor play spaces will only be occupied by one class at a time, with cleaning and sanitizing procedures in place between groups.

We will celebrate Shabbat and other holidays outdoors, in a socially distant manner, when weather permits. During inclement weather, the celebrations will take place in a large indoor space while maintaining social distance between the Pods. If this is not possible, the celebrations will take place in individual classrooms. The spirit and joy of these celebrations will certainly remain.

TUITION/PAYMENT POLICY

Tuition and Payment

Tuition for the infant/toddlers is year-round starting in September. Tuition for the 2's, 3's, Pre-K and Kindergarten is based upon the September through June school year.

The total tuition amount is divided into 10 payments for 2's, 3's, Pre-K and K (12 for infant/toddlers), one of which is required as the deposit. The remaining 9 (or 11 for infant/toddlers) payments will be billed from September through May (from September through July for infant/toddlers).

Members of Temple Emanu-El receive a tuition discount. Families with more than one child enrolled in our school in the same year will receive a 10% discount on the lesser tuition with a maximum discount of \$750 per child. Families with more than two children enrolled will receive this discount on all but the highest tuition.

Families will also be assessed a security fee payable in July prior to the school year's start. The Temple's Board of Trustees determine the fee annually.

Withdrawal

All deposits are non-refundable. Families are responsible for payment of their tuition through for the entire school year. Exceptions will only be made in extenuating circumstances at the Director's discretion. Virtual learning is not an extenuating circumstance.

TEMPLE MEMBERSHIP

Temple Emanu-El has a special ECE Temple Membership rate for families that do not have older children who are eligible to attend the Religious School. For more information, you may contact our Executive Director.

SCHOLARSHIPS

Scholarships are available through the Early Childhood Education Fund. This fund is designed to help offset the cost of our program to help families in need of assistance. Information can be obtained from the Director and will be kept confidential.

CAMP WONDER

Camp Wonder is geared for children that are 2-3 years old. It will begin on June 20 2022. More information will be available later in the year.

INCLUSION

We strive to meet the needs of every child regardless of abilities and we strongly believe that in order to accomplish this, parents and staff must work collaboratively in a trusted partnership.

If you or your child's teacher has concerns or challenges regarding your child, our Inclusion/Curriculum Coordinator will provide suggestions and support. S/he will observe the child in the classroom setting and work with teachers and parents to create reasonable accommodations for the child. We will make any and all accommodations that are reasonable to ensure that we are meeting your child's needs. The Inclusion/Curriculum Coordinator will also help to arrange any support services that your child may receive during school time and s/he will coordinate regular meetings with all specialists, staff, and families so that everyone works together. If necessary, the Inclusion/Curriculum Coordinator will also help find therapeutic companions when needed. We will adhere to the state and local Covid guidelines regarding permitting external therapists in the building.

Should it be determined that your child's needs are not fully met by our program, the Inclusion/Curriculum Coordinator will assist and support you in finding a better-suited environment where your child will have the opportunity to reach his or her full developmental potential.

VIRTUAL LEARNING (UPDATED 1/12/22)

School or Class Closure

If the school or a class must close due to COVID-related safety measures, we will immediately pivot to virtual learning. The daily virtual learning plans are below:

Kindergarten

- 3 Zooms
 - AM circle time
 - 1 follow-up small group learning session - 2x/week
 - PM content-based session
 - 1 follow-up small group learning session – 2x/week
- Weekly Shabbat Zoom
- Suggested daily activities to continue learning offline
- Supplemental Videos
- Weekly storyboard

PreK

- 1-2 Zooms
 - 1 Circle Time Zoom daily
 - 1 small group Zoom, 2x/wk
- Weekly Shabbat Zoom
- Suggested daily activities to continue learning offline
- Supplemental Videos
- Weekly storyboard

Threes

- 1-2 Zooms
 - 1 Circle Time Zoom daily
 - 1 small group Zoom, 2x/week
- Weekly Shabbat Zoom
- Suggested daily activities to continue learning offline
- Supplemental Videos
- Weekly storyboard

Infants, Toddlers, and Twos

We recognize that virtual learning for very young children can be extremely challenging. Our goal will be to maintain connections, support parents, and provide developmentally appropriate activities, ideas, and information. There will be a variety of options and families may choose any/all that work best for them.

They include:

- Virtual sessions with songs, stories and fingerplays 2-3 times per week.

- Weekly activity suggestions once per week
- Teacher-created videos (singing songs, reading a story, demonstrating an activity) one to two times per week
- Informal virtual sessions for parents to share successes and challenges, while supporting each other.

Teachers will always be available to arrange a personalized virtual session with a family to discuss individual questions or concerns.

Individual Child Quarantine

If an individual child is out for Covid-related quarantine, the daily virtual learning plans are below:

Kindergarten

- Daily AM Zoom
- Daily PM Zoom
- Academic materials sent home via email

Threes and PreK

- Daily Zoom– a window into the classroom during circle time or story time
- At least 3x/week additional Zoom to connect socially during snack or lunchtime
- Zoom during Music and Shabbat (when possible)

Infants, Toddlers, Twos

- Teacher touches base at least once per week

TUITION POLICY DURING VIRTUAL LEARNING

If there is a state of NJ mandated closure or if the Temple determines the school must close for safety purposes, then virtual learning will take place. After four consecutive weeks of closure, the monthly tuition rate will be reduced to **\$400** per month (for the 3's, Pre-K and K classes) and **\$250** per month (for infants through 2's).

By enrolling in the 2021-2022 school year, you will be responsible to pay the reduced monthly fee throughout the remainder of the virtual period, whether or not your child attends the virtual sessions. If/when school re-opens, you will be responsible to pay the full rate effective the first day of re-opening, regardless of if you choose to send your child.

If a child or entire class is required to be out of school for two weeks to quarantine for any reason (see Illness Policy), there will be no tuition refund during this period. The class will continue virtually as per the virtual curriculum described prior.

As always, if you are experiencing a financial hardship, please reach out to Jason Silberfein, our Executive Director and we will help support you the best that we can.

ARRIVAL AND DISMISSAL

Drop-off and pick up will occur outside with a combination of a carpool line and walk-up drop-off points. Parents will not be allowed to enter the building during operating hours, unless for emergencies. Prior to arriving at the building each day, you will be required to fill out an on-line health screening form. All adults and children age two and over must wear a mask. You must notify the school via email or phone call if someone other than the child's parents/guardians and the people designated on your approved Pick-Up List will be picking up your child. If there is a last minute emergency, please call (do not email less than an hour before pickup time) the ECE office in order to ensure the safety of your child. Please limit last minute arrangements to emergency situations.

In situations where the child's parents are divorced, the school must be informed (in confidence) as to the custody arrangements that have been made and whether the non-custodial parent (if any) is permitted to take the child from the school. A copy of the court order stating these conditions must be on file at the school in order for us to act in the proper legal manner. We must also be notified when court orders or custody arrangements change. Detailed drop off and pickup information will follow.

DAILY HEALTH SCREENING POLICY (UPDATED 1/12/22)

Prior to the start of school, families and staff will receive instructions to complete the online health screening. All children and staff will be responsible for self-reporting their temperature and health screening prior to entering the building. Temperatures must be taken prior to coming to school. Parents **MUST** keep their child home if they exhibit any signs of illness and if they are sick or not feeling well.

The screening will be for the following symptoms and families must provide their responses honestly with regards to not only their child but for every member of their family. If one child or family member exhibits any of the symptoms, then that child and his/her siblings will not be allowed to enter the building.

- Fever of 100.4 or above
- If the child has received any fever reducing medication.
- If they have at least 1 of the following symptoms: cough, shortness of breath, trouble breathing, new loss of taste or smell OR at least 2 of the following: fever of 100.4 or higher, chills, shivers, muscle aches, headache, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose

If your child or anyone in your household is awaiting COVID-19 test results due to symptoms, your child may not attend school until the results are known.

Screening questions are subject to change based on DOH and DCF guidance.

TRANSITIONING

We recognize that transitioning to school may be extra challenging for some children. Prior to the first day, we will conduct a meet and greet in the classroom with small groups. Children are very good at sensing their parents' anxiety. As much as possible, parents should try to be a calming force for their child. Depending on their age, you can talk to them prior to the start of school to prepare them. It may be difficult for some children, but our incredibly warm and nurturing teachers will do everything they can to

help ease their transition. The teachers will frequently communicate with the parents, especially during this transitional time. Children in the half-day 2s classes will have shortened school days for the first few class sessions.

PARKING

Reserved parking spaces are set aside for senior staff members, the ECE auction winner, and individuals with handicapped parking permits. These spaces are reserved at all times and should never be used by families, even during drop-off or pick-up. Curbside parking is also prohibited and dangerous.

FRONT LAWN AND OUTSIDE THE BUILDING

In order to minimize exposure, families may not congregate outside the building or on the front lawn. You will be required to maintain social distance and wear a mask while you are on Temple property.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

Weather related closings will follow the Westfield Board of Education's decision, if the Westfield schools are open for in-person learning. Otherwise, weather related closing decisions will be made by the Director. You will be notified via Kaymbu. There will not be any make-up days if school is closed due to inclement weather or any unforeseen circumstance. If there is a planned "early dismissal" due to a predicted storm, then the entire school will close in a staggered format:

- 11:30 am: Infant, Toddlers, and 2's.
- 11:45 am: 3s, Pre-K and K

In the event of a delayed opening, early hours will be cancelled and all classes will start at 10:30.

ABSENCES

If your child will not be attending school, please call or email our office to let us know. If the absence is due to a medical reason please provide us with that information. The requirements listed under the health policy must be met for the child to return to school. We do not reimburse or offer make-up days for absences.

CLOTHING

Getting messy is a part of play and children in our school will get messy! Send your child to school in comfortable play clothes every day and be sure that proper outer gear (jackets, mittens, hats) is provided because the children will be outdoors for a good portion of the day. Each child must keep a pair of rain boots in school to wear when the grounds are muddy or wet.

In order to foster a sense of independence during bathroom time we ask that you dress your child in clothing that is easy to pull up and down. Sneakers or rubber sole shoes

must be worn for climbing on the playground apparatus. Open toe sandals, crocs, and backless shoes contribute to accidents and are highly discouraged.

Families must provide two extra sets of clothing for their child that will be kept in school. Children's clothing will be changed if they become soiled with any bodily fluid. Parents must remember to replace their extra supply when used and as the seasons change.

ALL CLOTHING MUST BE LABELED!

TINY TOT SHABBAT

Tiny Tot is a Shabbat experience open to the community for families with young children ages 0-6, led by a member of our clergy. A schedule with times and locations will be provided.

TOYS FROM HOME

Children should not bring toys from home to school in order to minimize the spread of germs.

TZEDAKAH/SOCIAL JUSTICE

According to Jewish tradition, it is a mitzvah ("commandment", but typically referring to acts of kindness or good deeds) to contribute to tzedakah ("charity"). Sharing with others who are less fortunate is a valuable learning experience for children. We will ask children to bring coins to class each Friday. This is, of course, at the discretion of each family. Children will put the coins into the classroom's "tzedakah box" and they will be donated to various local, national, and international causes. Our Early Childhood Education Committee in conjunction with the Early Childhood Director and Temple Emanu-El's Board of Trustees will determine where the funds are distributed.

Now more than ever, there are families in need. In addition to tzedakah, there will also be opportunities to participate in a variety of social justice projects. Ideas can be shared at our Early Childhood Education Committee meetings or with the Director of the ECE.

BIRTHDAY CELEBRATIONS

We will celebrate children's birthdays in their class pod. The teachers will ensure that the child has an extra special day. Special guests may be invited virtually to celebrate. In honor of your child's birthday, you may wish to donate a special book or toy to his/her class. Feel free to reach out to your child's teacher for suggestions.

HOLIDAY CELEBRATIONS

We consider holidays, both American and Jewish, as special occasions to celebrate. Class celebrations and special events are held for many of the Jewish holidays, as well as some American holidays. The Union for Reform Judaism (URJ), of which our synagogue is a member, does not recognize Halloween or Valentine's Day, even though they are considered American traditions. Thus, we do not celebrate these

traditions. Please do not send your child to school in Halloween attire, and please do not distribute Valentine's Day cards in school. While our celebrations will likely be virtual this year, we invite families to celebrate with us during school time for the holidays of Chanukah and Passover. More information will follow.

CLERGY SUPPORT

Our clergy members are involved in our ECE Program. They will be lead some Shabbat celebrations and play a role in all of our Jewish holiday celebrations. Our clergy staff is here for you and we encourage you to reach out.

REST TIME

Infants will nap in their individual crib. When they transition to two naps per day, we will implement set nap times. The cribs will be arranged so that babies who can pull up to stand and reach over the side will be separated. Infant families will provide their own crib sheets which will be sent home either when soiled or at the end of each week for families to wash them. All sheets need to be returned the next school day. Toddlers and full day 2 year olds will have a daily rest time between 12:30 and 2:30pm. The cots (toddlers) or rest mats (2's) will be generously spaced out and positioned alternately head-to-toe to minimize potential virus transmission between children. Children in the full day 3 year old class will have a half hour of daily rest time on a rest mat. Pre-K children will have a daily quiet time for children to rest and unwind. They will sit on the rug and may read books, listen to a story, or relaxing music.

FAMILY VISITATION POLICY

Unfortunately, no visitors will be allowed to participate with the class pods. However, through the use of technology, we have developed opportunities for family members to virtually play a role in our school.

BUILDING ACCESS/SECURITY

Parents, visitors, vendors, and prospective parents or employees will not be allowed to enter the building during operating hours, unless for emergencies. There will be an armed security guard on the premises during school hours. The security guard will not enter classrooms except in cases of emergencies.

COMMUNICATION

Teachers will share daily photos and videos through Kaymbu (our digital communication app) at least two times per week. Families can easily reach out to their teachers through Kaymbu, email, or calling the ECE Office at any time if they have questions or concerns. In our Infant and toddler rooms, families will receive a Daily Note through Kaymbu documenting when and what their child ate, slept, had their diapers changed, and any other noteworthy information. All families will receive a weekly storyboard on Sundays from their teacher highlighting the previous week and giving a snapshot of what the curriculum plan will be for the upcoming week.

METHOD OF COMMUNICATION

Parents will be contacted via telephone, text, or email, depending on the urgency of the information. In the event of an emergency regarding a specific child, we will attempt to reach parents via telephone first. If that is not successful, we will attempt to text and email as well. If at that point, we still have not reached either parent, then we will follow the same protocol using the emergency contact information provided by the parents. In the event of an all-school emergency, families will receive a text and an email through Kaymbu. If families want to speak to their child's teacher during school hours, they should call the ECE office via phone.

DIRECTOR COMMUNICATION

The ECE Director will send a weekly email to all families on Fridays highlighting any important information and ensuring that our school community remains informed. This communication will be in addition to any illness related communications described in this policy. Director/Parent relations are essential to the success of the program. Please feel free to reach out to the Director via phone or email if you have any questions, concerns, suggestions, or compliments regarding the program.

EARLY CHILDHOOD EDUCATION COMMITTEE

We are fortunate to have a very active and involved parent committee. The Early Childhood Education Committee (ECEC) is composed of parents from our school that meet monthly with the Director of Early Childhood Education. One of the committee's Co-Chairs is also a member of Temple Emanu-El's Board of Trustees, representing our Early Childhood Education Program. The committee is responsible for all fundraising for the school. It also functions as a forum to discuss various topics relating to the school and the Temple. All parents are welcome to be on the committee and to attend all committee meetings. If you are interested in getting involved, you may speak with the one of the Co-Chairs or the ECE Director. The Early Childhood Education Committee meetings will meet virtually once a month in the evening at 8:00pm. Meeting minutes will be distributed via email within a week following the meeting. If you are unable to attend, we strongly recommend that you read the minutes in order to keep up to date on school happenings and discussions. Please feel free to discuss the contents of the meeting with either the Director or the Co-Chairs.

FAMILY PARTICIPATION/VOLUNTEERING OPPORTUNITIES

We are always looking for to help develop innovative and safe opportunities to build community within our school and temple. Additionally, we strongly encourage you to become involved in the Early Childhood Education Committee. Families can be involved to whatever extent they would like, from simple one-time commitments to full-year commitments. Each class will have two class parent representatives who will attend all ECEC meetings and provide updates to their class. Additionally, volunteers are always needed to help with special events. In addition, for parents who are unable

to commit time during the school day, some events involve tasks that can be done during off hours or weekends.

Volunteering is not only a wonderful way to be involved in our school, but it is also a great way to get to know other families in the program and also a way to work with our Director and other staff members. Of course, attending our celebrations and events is also a wonderful way to be involved in our school!

CONFIDENTIALITY

At Temple Emanu-El's Early Childhood Education Program, we strive to protect everyone's right of privacy. Child records are kept in a secure cabinet in the office. The administrative staff and the child's teachers have access on a "need to know" basis.

Confidential and sensitive information about faculty, other families and/or children will not be shared with families. Staff members are strictly prohibited from discussing anything about another child with you. Within our program, confidential and sensitive information will only be shared with staff members who have a "need to know" in order to most appropriately and safely care for your child. Confidential information includes but is not limited to special needs and disability information, disciplinary information, and health-related information of anyone associated with our program. For instance, if a child harms another child, the identity of the involved children will be kept confidential during discussions with the families of the children.

Outside of our program, confidential and sensitive information about a child will only be shared with relevant professionals when the parent/guardian of the child has given express written consent, except where otherwise provided for by law. Parents/guardians will be provided with a document detailing the information that is to be shared outside of our program, persons with whom the information will be shared, and the reason(s) for sharing the information.

MODIFICATIONS TO POLICIES

All ECE policies may be modified or amended from time to time, in whole or in part, at any time in Temple Emanu-El's sole discretion. The Director shall have discretion to construe and interpret all policies. Given the ever-changing nature of the pandemic, we will continually adjust our program's policies and procedures to align with the current guidance from DCF, the CDC or other regulatory agencies. Updates to our policies will be provided to families via email from the Early Childhood Director.

LUNCHES, SNACKS AND FOOD

FOOD

In order to minimize food handling by staff, we offer a pizza lunch option on Fridays only. Families must pack lunch in their child's lunchbox the rest of the week. Food should be healthy and balanced, based on USDA guidelines for young children. Please

send food in the manner in which you want it served (e.g., cut into small pieces) and limit sugary treats. Infant and Toddler classes should also pack snacks in their children's lunchbox and they must be properly labeled "AM or PM Snack". Limited snacks will be served to children in the 2's, 3's, Pre-K and K and will include: cheese flavored goldfish, saltines, graham crackers, cheerios, wheat thins and challah and grape juice for Shabbat. Children will be offered snack in the morning and in the afternoon if they stay past 12:30. For birthday celebrations, children in the 2s and up will be served Oreo Cookies. Sharing of food is always prohibited. Teachers will wear food gloves when it is necessary to handle children's food. Parents must provide a labeled water bottle, which will be sent home each day for cleaning and sanitizing. Please refer to the Kosher and Nut Aware Policies in this handbook. Staff will wear gloves when handling food in the classroom.

FOOD ALLERGIES

You must notify the Director, in writing, of any food allergies that your child may have, and we will make every effort to accommodate your child's needs. Families will be asked to approve of all snacks and/or special foods served in the classroom. Additionally, please be sure to speak to all teachers that work with your child, so everyone is aware of the allergy. See the next section for our nut aware policy.

It is the parent's responsibility each year to supply the school with appropriate medication, labeled with your child's name, and an Emergency Action Plan signed by the child's physician to be used in the event of an allergic reaction. All allergy medications must be given directly to your child's teacher or the Director; do not leave them in your child's lunch box or backpack. We require a written procedure approved by the child's parents and pediatrician detailing the proper steps for our staff to take in the event of an allergic reaction. If the food allergy is very severe, the Director may, in her discretion, request that your child not stay for lunch. If you are notified that a child with a severe airborne allergy will be in your child's class, we will kindly request that you refrain from sending in products that contain the allergen (e.g., bananas) in order to ensure the safety of the allergic child.

NUT AWARE POLICY

Temple Emanu-El's ECE is a **nut-aware** school. No one may bring food containing peanuts, tree nuts or other nut products to school. All food provided by the ECE will not contain nuts nor explicitly state that it is processed in a facility that uses peanuts, tree nuts or other nut products. Lunches that are packed from home may not contain nuts, however, products that state they are processed in a facility that uses peanuts, tree nuts, or other nut products are acceptable. Children are never allowed to share food. Temple Emanu-El **cannot assure** that all foods within the building are allergen free.

KOSHER POLICY

Our facility follows a "kosher-style" philosophy during all meal times. Snacks or lunches should not contain food from both the meat and dairy categories. Also, shellfish and pork products are prohibited.

HEALTH AND SAFETY RELATED POLICIES

HEALTHY HYGIENE PRACTICES

- Every classroom has a sink.
- Children and staff follow rigorous hand washing routines. Frequent hand washing procedures include washing hands upon arrival, before meals or snacks, after outside time, after toileting/diapering, and prior to leaving for home. Children will be monitored to ensure proper technique.
- The children will be guided and taught how to properly wash their hands.
- Hand sanitation stations are located throughout the building and outside of the building. If hand washing is not available, teachers will provide hand sanitizer for those children that they are confident will not put their hands in their mouth.
- Staff and children are required to have multiple sets of clothing left at school in case they are contaminated with any bodily secretions.

CLEANING AND SANITATION PROCEDURES

- Definitions: Clean= washing with a soapy water solution: Sanitize=using an EPA-registered disinfectant.
- Teaching staff will adhere to a Daily Cleaning and Sanitation schedule which includes cleaning and sanitizing frequently touched surfaces (doorknobs, tables, toys, etc.) and toys as per the CDC's Guidance for Cleaning & Disinfecting Public Spaces.
- During the day, the maintenance staff will only enter the classroom to clean up vomit, blood, etc. after the children been removed from the room.
- After the children and teachers have left for the day, the classrooms will be deep cleaned and sanitized using certified approved products, including the use of an electrostatic sanitizing sprayer.

ILLNESS POLICY

Response Procedures for COVID-19 Symptoms or Exposure (UPDATED 1/12/22 1/26/22, 3/3/22)

Individuals with COVID-19 display a wide range of symptoms reported – ranging from mild symptoms to severe illness. Individuals with these symptoms may have COVID-19:

- If they have at least 1 of the following symptoms: cough, shortness of breath, trouble breathing, new loss of taste or smell OR at least 2 of the following: fever

of 100.4 or higher, chills, shivers, muscle aches, headache, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose

- This list is based on CDC guidance and will be updated accordingly.

In the event that a child, their family member, or a staff member, exhibits symptoms anytime (at home or at school):

1. The child/staff member and any siblings will not be permitted to enter the building.
2. If a child or person displays symptoms during the school day, the child (and any siblings)/person will be immediately separated from their group into a designated isolation room. The parents will be notified and the child will be cared for by a staff member (maintaining 6 feet social distance if possible) until they are able to leave the facility. The child must be picked up as soon as possible, no more than 30 minutes from notification.
3. All families and staff in the child's class will be immediately notified that a child/teacher from their class was sent home with symptoms. Parents have the choice to pick up their child from school until more information is determined.
4. All rooms and equipment used by the ill person will immediately be cleaned and disinfected according to CDC guidelines.
5. The ill child/staff member MUST be tested for COVID with a PCR test or a Rapid antigen test (both administered by a professional in a doctor's office, pharmacy, or clinic) within 24 hours. (An alternative diagnosis without a test is not valid.) The school must be notified as soon as the results are known so that the information can be shared with the class (no names mentioned).
6. If ANYONE from a staff member or child's household has a confirmed case of COVID-19, the school must be notified so that it can be shared with the class (no names mentioned).

In the event that there is a confirmed case of COVID-19 we will:

1. Notify all of the families and staff in the class(es) that is (are) affected.
2. Report the incident to the local Board of Health. Health officials will provide guidance for next steps.
3. All rooms and equipment used by the infected person will be cleaned and disinfected according to CDC guidelines.

EXCLUSION FOR COVID POSITIVE CASES AND DIRECT CONTACTS (UPDATED 3/3/22)

A direct contact is defined as having been in contact within the past 48 hours with a person who tested positive and was less than 6 feet away from this person for a cumulative period of 15 minutes within a 24 hour period. The exclusion period for direct contacts and individuals who have tested positive for Covid is 5 days of isolation (for a positive case) or 5 days of quarantine (for a direct contact with a covid test with a negative result on day 5) with the ability to return on days 6-10 **if and only if** the positive individual has had no fever in the past 24 hours (without the use of fever

reducing medication), symptoms have improved. The direct contact must not exhibit any symptoms. In both circumstances, the individual must be able to **properly and consistently** wear a mask indoors and outdoors at all times except for eating and sleeping. During the times that the individual must be unmasked, the individual will be separated at least 6 feet away from all others. The ability for each child to adhere to the policy will be determined by the child's teacher. If the individual is unable to properly and consistently mask, the positive individual must remain isolated for 10 complete days and if the individual is a direct contact, they must quarantine for a full 7 days with a negative result from test taken between days 5-7.

(For siblings and household members)

In a situation when an unvaccinated child is deemed a direct contact: If the direct contact has a sibling that attends our program that is unvaccinated (or has not had Covid in the past 90 days), the sibling may continue to attend school as long as s/he is given a home test each morning and receives a negative result. If the child who is a direct contact is tested between days 5-7 and receives a negative result, the sibling will not need to test anymore. It is recommended that the sibling avoid direct contact with the child who is in quarantine.

In a situation when a household family member tests positive: An individual in our school (who is up-to-date with vaccinations or has had Covid in the last 90 days) may continue to attend school as long as the individual is symptom free and s/he is given a home test each morning and receives a negative result during the period when the household member is required to isolate.

For more details, refer to the COVID-19 Exclusion Table from NJ Department of Health (page 12):

https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf

RETURN TO SCHOOL POLICY (UPDATED 9/22/21, 3/3/22)

We will not permit anyone who has had the following symptoms or illnesses **WITHIN THE PAST 24 HOURS** to attend school:

- a. severe pain or discomfort
- b. acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- c. two or more episodes of acute vomiting within a period of 24 hours
- d. elevated temperature of 100.4 degrees Fahrenheit or over
- e. lethargy that is more than expected tiredness
- f. yellow eyes or jaundiced skin
- g. red eyes with discharge
- h. infected, untreated skin patches
- i. difficult rapid breathing or severe coughing

- j. skin rashes in conjunction with fever or behavior changes
- k. weeping or bleeding skin lesions that have not been treated by a health care provider
- l. mouth sores with drooling
- m. stiff neck

Additionally, a child must be **FEVER FREE (WITHOUT FEVER-REDUCING MEDICATIONS) FOR 24 HOURS** before returning to school. Once the child is symptom free or a licensed physician has given written indication that the child poses no serious threat, the child may return to school.

RUNNY NOSES

Young children can exhibit cold symptoms (in particular a runny nose) that can linger for many days. Determining if your child should attend school can be subjective and challenging. In an effort to be consistent and in everyone’s best interest, we ask that you keep your child home if your child has a severe runny nose OR a **mild** runny nose **AND** also exhibits **any additional symptoms** listed below:

- Fever*
- Cough*
- Difficulty breathing*
- Frequent sneezing
- Loss of appetite
- Irritability
- Change in sleep pattern

*Fever, cough, and difficulty breathing can be COVID-related symptoms and require a COVID test and a note from the doctor.

When in doubt, please continue to err on the side of caution so that we can keep our children, families, and staff healthy and safe.

COMMUNICABLE DISEASE POLICY

The following is a list of communicable diseases that a child or staff member will not be allowed to return to school *without a note from their physician*:

Respiratory Illnesses

Chicken Pox**
 German Measles*
 Hemophilus Influenza*
 Measles*
 Meningococcus*
 Mumps*
 Strep Throat
 Tuberculosis*
 Whooping Cough*
 Flu
 RSV

Gastro-Intestinal Illnesses

Campylobacter*
 Escherichia coli*
 Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*

Contact Illnesses

Impetigo
 Lice
 Scabies
 Shingles
 Cocksakie
 Pink Eye
 Fifth Disease

COVID-19

* Reportable to the health department by our program.

** Note: If your child contracts chicken pox, a doctor's note is not required for the child to be readmitted to school. A note from the parent or guardian is required, stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted.

If your child is exposed to any excludable disease at school, you will be notified in writing. If your child has a fever or blisters that have not yet healed s/he should be excluded from contact with other children and should not attend school. Upon returning to school, a doctor's note is required.

HEALTH INFORMATION

We are required by the State of NJ to have an up-to-date Universal Child Health Form, including immunizations, on file for each child. Children who are 2 ½ years of age or younger must have had a health examination by a licensed physician six months prior to admission. Children above 2 ½ years of age must have had a health examination by a licensed physician one year prior to admission. The Universal Child Health Form must be updated annually and is due in the child's birth month. An immunization record only needs to be provided when there are updates. Each year flu vaccines are required for all children 6-59 months. Proof of vaccine is required no later than December 31st of each school year. We reserve the right to suspend the child from school until valid proof is provided. At any time, if your child's health status changes, it is your responsibility to notify the ECE office immediately. The contents of each child's health and safety file is confidential but is immediately available upon request to: administrators and teaching staff who have consent from a parent or legal guardian to access the records; the child's parents or legal guardians; and regulatory authorities.

IMMUNIZATION EXEMPTION POLICY

In keeping with the Jewish principle of "shmirat haguf" (the safeguarding of health and the prohibition of engaging in self-injury or injuring another - see Deuteronomy 4:15) we will not accept children who have not been immunized per the NJ State regulations. If immunizations for the child are contraindicated for medical reasons, the family must provide official documentation from the child's health care provider attesting to the reason the immunization is medically contraindicated and the specific time period that the immunization is medically contraindicated.

LICE POLICY

Our program has a "no nit" policy. This public health standard is intended to keep children lice free, nit free, and in school.

Families should be aware of signs that a child may be infested with lice or nits. Signs include scratching the head and/or the appearance of small, oval yellowish-colored eggs attached to the hair, many times located behind the ears or the nape of the neck.

If lice is suspected or found, you must inform the office immediately and keep your child home from school.

If lice is suspected or found in any of the children at school, the family will be immediately contacted, and the child must be taken home until the child has been cleared of all nits and lice. Children who have been infested with lice must provide a written note from a Lice Specialist that confirms that the child was successfully treated under their care and can safely return to school. Once it has been determined that one child in a class is infested with lice, an email will be sent to the families of all classmates alerting them of the situation and asking them to regularly check their child for a two-week period. When deemed necessary and safe, a lice specialist may be called in to inspect children's heads. All classmates' belongings will be placed in separate plastic bags to be sent home. All items in the classroom that can harbor lice such as hats, dress-up clothes, and stuffed animals, will be placed in a tied plastic garbage bag and stored for at least two weeks.

In order to minimize the spread of lice from an undiagnosed child, individual kippot shall be stored in small labeled Ziploc bags immediately after children remove them so that multiple kippot will not touch each other.

ADMINISTRATION OF MEDICINE

Medication will only be administered to your child under the following circumstances:

- The child's health care provider has provided written authorization detailing the necessary steps to be taken.
- The parent/guardian has also provided written authorization.
- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

FIRST AID

We do the very best that we can to keep our children as safe as possible; however, sometimes during play, accidents will occur. If a child receives a minor injury (bump, scraped knee), the teacher will communicate this information through Kaymbu, via email or telephone. If appropriate, the teacher will wash the area with soap and water and if needed, apply a band aid. If any serious injuries or illnesses occur, you will be notified immediately. If a child is injured due to an accident, an accident report must be filled out and signed by a staff member and a copy will be kept on file.

DIAPER POLICY

Children's diapers are changed on a changing table. For infants and toddlers, the changing table is cleaned and sanitized prior to each usage. For 2 years old and up, the

changing table is covered with a disposable changing pad and disposed of after each child has been diapered. The table is then cleaned with a disinfectant. Staff members wear fresh gloves for each child, and diapers and gloves are discarded. We encourage families to dress their children clothing that is easily removed. We understand that children potty train at different ages and rates. We will work with families to meet each child's individual needs. We will encourage the use of the toilet, but children are not pressured. If you prefer that a staff member NOT wipe your child, it is your responsibility to inform the school in writing. Otherwise, when a child is in the process of potty training, staff members will assist wiping a child while encouraging independence. Once a child is fully potty trained, it is assumed that they will wipe themselves independently unless the child has a messy bowel movement.

SUNSCREEN

We will be outside a good portion of the day. During the times of year when the sun is strong, we recommend that you apply sunscreen to your child before he or she comes to school. If your child attends school for the full day, you may supply sunscreen that has an SPF of 15 or higher that can be reapplied to the child as needed. The sunscreen must be properly labeled, and a parent/guardian must sign the Sunscreen Reapplication Permission Form.

GUIDANCE AND DISCIPLINE POLICY

Children of all ages need to explore their environment and test their curiosities. Exploration is imperative to the learning process and is encouraged within our program in a safe environment under the guidance of our teachers. As a child explores, s/he experiences many trials and errors before a concept is understood or learned. Our school's discipline policy flows from this understanding. Just as children are not expected to learn a color the first time it is experienced, they too are not expected to learn appropriate behavior without constant modeling, positive reinforcement, and practice. Our goal is to work cooperatively with children and families to help children develop self-control. We hope to help children of all ages become increasingly independent. We want children to feel good about themselves and to learn about their needs along with those of other people. We want children to learn to control themselves, to see the possible consequences of their actions, and accept alternate behaviors. We believe that consistency in all areas of a young child's day is important at home and at school. Parents are welcome to discuss disciplinary issues with your child's teacher, the Inclusion/Curriculum Coordinator and the Director at any time.

We use a combination of the following steps to insure positive discipline:

1. We change the environment to eliminate potential difficulties.
2. We redirect the child to another activity before the behavior becomes an interruption - positive and constructive direction.
3. We refer to do's instead of don'ts.
4. We recognize that occasional inappropriate behavior is best ignored.

5. We encourage the child to think of alternative solutions and the possible effects of choosing those alternatives when challenging situations arise.
6. We try to determine why a particular situation has occurred and what can be done to avoid it next time.
7. We use time away from the group to help an individual child calm down.
8. We recognize and acknowledge positive behavior.
9. We involve the child in the decision-making process when possible.
10. We contact the parent/guardian about the child's behavior to gain insight as well as to work together to resolve the issue.
11. If a child harms another child, the identity of the involved children will be kept confidential during discussions with the families of the children.
12. If a serious situation occurs, the child may be asked to leave school for the remainder of the day.
13. Under no circumstances shall discipline of a child at our program involve physical punishment, psychological abuse, or coercion, including but not limited to: hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, unsupervised isolation, withholding of emotional responses or stimulation, enforced silence for long periods, association of a negative behavior with rest, toileting or food, or any form of child abuse, neglect, or exploitation. Appropriate use of restraint for safety reasons is permissible.

We strive to keep an open communication with the parent(s) or guardian(s) concerning all facets of their child's development. If there is an ongoing issue with a child, the Teacher and/or Director will meet with the parent/guardian to discuss the issue. Together, we will establish an action plan to help alleviate the negative behavior. If there are repeated serious episodes of inappropriate behavior, the family may have the option to pay for a responsible party to "shadow" the child during his/her attendance. The Temple may be able to subsidize the cost of the shadow. This person must be mutually acceptable to the family and the Director. Alternatively, a child may be asked to leave our program if it is determined that we are unable to provide an appropriate environment for the child or other children in the class are in danger of being harmed. Our staff may also reach out to a consulting psychologist or other professional(s) virtually to receive guidance and make appropriate recommendations to our staff regarding classroom management techniques and acceptable age-appropriate behavior. If appropriate, we will work with the family and relevant professionals to develop an individualized plan to address the behavior. Any individualized plan will include positive behavior support strategies. This information is confidential between the professional and our staff.

EXPULSION POLICY

We strive to limit or eliminate the use of suspension, expulsion, and other exclusionary measures, however, in rare circumstances it may become necessary for the school to terminate a child's enrollment. Possible causes include: when the child or his/her family

violates any COVID-related school and government mandated policies, continually violates the rights of others to learn or feel safe at school, the family breaks school policies, the family threatens physical or intimidating actions towards a staff member, parent, or a child, the tuition payments are exceedingly overdue (and the family will not abide by an agreed upon payment plan) or the program does not meet the educational needs of the child. Before a decision to exclude is considered, we will follow the steps outlined in our Discipline Policy, above; if exclusionary measures must be taken, the program will offer assistance to the family in accessing services and obtaining an alternate placement. Our Guidance and Discipline Policy complies with federal and state civil rights laws.

SOCIAL MEDIA POLICY

This social media policy applies to all families and staff members of Temple Emanu-El's Early Childhood Education Program. This policy includes (but is not limited to) the following:

- Social networking sites (ie. Facebook, Instagram, Snap Chat, Tik Tok, YouTube)
- Blogs
- Discussion Forums
- Media Sharing Services (ie. YouTube)
- Micro-blogging (ie. Twitter)
- Kaymbu

In order to protect our ECE children's privacy, photos, images, and/or videos taken of the children attending our ECE or at ECE special events or outings MAY be posted on social media, but MUST NEVER mention the child(ren)'s name or include any personally identifiable information. Temple Emanu-El is not responsible for the use, download, or reprint of any photos/videos/images. If a parent has a special circumstance whereas they believe that posting a photo of the child would be detrimental to the child's safety, they should speak with the Director so that accommodations can be made.

It is expected and understood that all families and staff members will adhere to the procedures below:

- Personal security settings should be managed to ensure that information is only available to people that you choose to share information with.
- Remember that no information sent over the web is totally secure, and as such, if you do not wish the information to be public, refrain from sending it through social media.
- Maintain professionalism, honesty, and respect.
- Apply a "good judgement" test for every social media post that you make.
- Any comment or posting may not
 - breach confidentiality
 - bring the ECE, Temple Emanu-El and its employees into disrepute
 - be of detrimental nature to the ECE, Temple Emanu-El or other employees

EMERGENCY INFORMATION

Parents must ensure emergency contacts, business addresses, phone numbers, email addresses, and approved pick-up lists are kept up to date. Emergency contacts must be located within a half-hour radius of the school.

In the event of an emergency in which evacuation from the building is necessary, we will take temporary shelter either in the Lavy House located next door to our building or Wilson Public School, depending on the situation. An additional copy of our school's emergency contact list and other emergency supplies are kept on both sites. Once we have safely relocated, we will be in contact with all parents/guardians and/or emergency contacts.

CHILD ABUSE AND NEGLECT POLICY

Staff members are required by the Division of Youth and Family Services to immediately report any suspected incidences of child abuse or neglect to the State Child Abuse Hotline (1-877-NJ ABUSE (652-2873)). These allegations may include reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by an adult, whether working in the program or not.

Staff members have been trained to recognize the signs of child abuse and neglect and are familiar with reporting procedures. Staff members shall and will report any suspicion of abuse or neglect to the Early Childhood Director and will document any suspicion before reporting to the authorities.

REPORTING STUDENT ABUSE BY EMPLOYEES

Employees are only required to report abuse by another employee when they have reasonable cause to suspect abuse. Hearsay from a credible, reliable source can support a report but the report should indicate that hearsay evidence is the only basis for the suspicion. Staff who report suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

Reports should be made only to the Director, and suspicions should not be discussed with other staff members.

At the discretion of the Director and the Senior Rabbi, staff members who are accused of abuse or neglect of a child in the program shall be asked to refrain from coming to work during the investigation.

Additionally, in order to protect the confidentiality of the child and the accused employee, the employee is prohibited from discussing the report with anyone but an administrator and local law enforcement or child and youth agency staff performing an investigation.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the school 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 court order, the school shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

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

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

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and /or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall insure 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 alternate person(s) authorized by the parent(s); and
3. If the school is unable to make alternate arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child

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

INFORMATION TO PARENTS AS PER THE DEPARTMENT OF CHILDREN AND FAMILIES

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing

requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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

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

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

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

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

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

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

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