



# Policy and Procedure Handbook 2023-2024

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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

<b>DIRECTOR:</b>	Jill Cimafonte	<a href="mailto:jcimafonte@tewnj.org">jcimafonte@tewnj.org</a>
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<b>ADMIN ASSISTANT:</b>	Claire Bernstein	<a href="mailto:cbernstein@tewnj.org">cbernstein@tewnj.org</a>
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<b>EXECUTIVE DIRECTOR:</b>	Jason Silberfein	<a href="mailto:jsilberfein@tewnj.org">jsilberfein@tewnj.org</a>
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<b>PARENT CMTE. CO-CHAIRS:</b>	Lyndsey Lundy	<a href="mailto:lyndsey.albertson@gmail.com">lyndsey.albertson@gmail.com</a>
	Cara Nathanson	<a href="mailto:cara.jacobs@gmail.com">cara.jacobs@gmail.com</a>
<b>ECE BOARD LIAISON</b>	Alissa Nussbaum	<a href="mailto:alissa611@gmail.com">alissa611@gmail.com</a>

## APPROACH TO LEARNING

Our approach to learning incorporates the following essential elements:

### 1. Jewish Experiences

*We frame our work through Jewish lenses, values and culture. We emphasize the development of positive Jewish identity through rituals and celebrations involving Shabbat, Jewish holidays, and shared experiences.*

### 2. Play-Based Learning

*Play is the primary vehicle through which young children learn. This includes hands-on experiential learning, where children engage in open-ended play activities that encourage creativity, problem-solving, and critical thinking.*

### **3. Nature-Based Exploration**

*TEVA, our outdoor classroom, provides children the opportunity to experience a natural environment on a regular basis. Exposure to nature fosters a sense of wonder and curiosity, allowing children to connect with the natural world.*

### **4. Child-Led Curriculum**

*Our curriculum is flexible and adaptable, allowing children to take the lead in their learning experiences. Teachers act as facilitators, closely observing and documenting children's progress, interests, curiosity, and strengths.*

### **5. Individualized Approach**

*Recognizing that every child is unique, we provide a differentiated approach to meet the diverse needs and abilities of every child.*

### **6. Holistic Development**

*We value the development of the "whole" child with equal attention devoted to their social, emotional, physical, cognitive and language development. Activities and experiences are designed to promote well-rounded growth.*

### **7. Partnership With Families**

*By establishing strong lines of communication, educators and families collaborate as a team to support every child's development and wellness.*

## **PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences will be offered 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.

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 conference with your child's teacher at any time during the school year. You may also request a conference with the Early Childhood Education Director or Assistant Director at any time.

## SCHOOL POLICIES AND PROCEDURES

### LICENSING

Temple Emanu-El's Early Childhood Education Program is licensed by the State of New Jersey's Department of Children and Families (DCF).

### 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 dismiss at 12:30pm

Full-Day 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

### 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.

### CLASS PLACEMENT

Student class placement is a complicated process and many factors are taken into consideration: student, teacher, gender mix, class size, friendships, 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. In order to provide the best possible combination, we are unable to base our decisions with parent requests. **All placements are final.**

### TUITION/PAYMENT POLICY

#### ***Tuition and Payment***

Tuition for the infant/toddlers is year-round starting in September and ending in August. 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 sibling discount for all but one child.

All ECE families will be assessed a security fee payable in July prior to the school year's start. The Temple's Board of Trustees determines 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.

### **TEMPLE MEMBERSHIP**

Temple Emanu-El has a special ECE Temple Membership rate for families that have a child enrolled in our ECE.

### **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. Registration typically takes place in the Fall.

### **INCLUSION**

Every child is unique and different. We embrace the opportunity to get to know each child and we strive to help each child find his/her success.

If there are concerns or challenges regarding your child, then teachers, parents, specialists and the administration will work together as a team to determine the best course of action. Our Inclusion Specialist 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 in order to meet his/her needs as best we can. The Inclusion Specialist 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 Specialist will also help find therapeutic companions when needed. Should it be determined that your child's needs are not fully met by our program, the Inclusion Specialist will provide assistance and support in transitioning your child.

## **ARRIVAL AND DISMISSAL**

To ensure everyone's safety and working with the design of our building and parking lot, there are different procedures for drop-off and pick-up depending on your child's class and time of arrival/dismissal. They include a carpool line and walk-up drop-off points; you will be informed the specifics prior to the start of school. 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. Regardless of custody arrangements, we will provide communication to all parents/guardians of the children enrolled in our school.

## **LATE PICK-UP POLICY**

We ask that you make every effort to be punctual for pick-up. Your child(ren) may become anxious or sad if you are late and our hard-working staff deserve to be able to leave promptly.

If your child is picked up late, you will be charged the following:

First Late Arrival: 5 minute grace period; \$10 charge past the grace period

Second Late Arrival: no grace period; \$20 charge

Third Late Arrival: no grace period; \$40 charge

Fourth Late Arrival: no grace period; \$80 charge

The charge will continue to double and we reserve the right to exclude your child(ren) from our program.

If we are unable to reach you, we will contact your emergency contacts. If after one hour we are unable to reach the family or emergency contacts, we will contact 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.

## **TRANSITIONING**

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. It may be challenging for some children, but our incredibly warm and nurturing teachers will do everything they can to help ease their transition. Teachers will frequently communicate with parents 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.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER OR OTHER REASONS**

Weather related closings will follow the Westfield Board of Education's decision, whenever applicable and you will be notified via Kaymbu. There are no make-up days or refunds if school is closed due to inclement weather or any unforeseen circumstance and there are no snow-day givebacks. If there is a planned "early dismissal" due to a predicted storm, 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 10:30am.

## **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 in TEVA.

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 joyous Shabbat experience open to the community for families with young children ages 0-6, led by our clergy. It is typically offered one time per month.

## **TOYS FROM HOME**

Children should not bring toys from home to school as they could get broken or lost.

## **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.

In addition to tzedakah, there will also be opportunities to participate in a variety of social justice projects. Ideas can be shared with our Early Childhood Education Committee co-chairs or with the Director of the ECE.

## **BIRTHDAY CELEBRATIONS**

Children’s birthdays will be celebrated in their class and the teachers will be sure to make it an extra special day for the child. Special guests may be invited 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. 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.

## **CLERGY SUPPORT**

Our clergy members are involved in our ECE Program. They will 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. Once the majority of the class has transitioned to two naps per day, we will do our best to have their napping schedules align. 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. Families will be asked to provide a bedroll for their child that will be sent home at the end of each week to be washed. Toddlers rest on cots and 2- and 3-year-olds rest on rest mats. Children in the full day 3-year-old classes will have a half hour of daily rest time (or longer if needed). Pre-K children will have a daily quiet time for children to rest and unwind. They may sit on the rug and read books, listen to a story, or relaxing music.

### **BUILDING ACCESS/SECURITY**

Prior to being buzzed in, any person entering the building must provide a valid picture ID. There is an armed security guard on the premises during school hours.

### **COMMUNICATION**

Teachers will share photos and videos through Kaymbu (our digital communication app) at least two times per week. Families can easily reach out to their teachers via email, or by 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. Director/Parent relations are essential to the success of our 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 comprised 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 occur once a month, either virtually or in person, 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 help to 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, many 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 administration and other staff members. Of course, attending our celebrations and events is also a wonderful way to be involved in our school!

### **CONFIDENTIALITY**

Confidential and sensitive information about staff, 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 on a "need to know" basis 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. If a child bites or 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 Early Childhood Director shall have discretion to construe and interpret all policies. Updates to our policies will be provided to families and staff via email from the Early Childhood Director.

## **LUNCHES, SNACKS, AND FOOD**

### **FOOD**

Lunch options include Bagel Mondays and Pizza Fridays. Families must provide lunch for their child the rest of the week. A reusable water bottle should be provided daily for each child. Food should be healthy and balanced, based on USDA guidelines for young children. Please send food in the manner in which it should be served (e.g., cut into small pieces) and limit sugary treats. Children's lunches should include an ice pack as we do not have refrigeration available.

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. Sharing of food is always prohibited. Staff members will wear gloves when handling food.

### **FOOD ALLERGIES**

You must notify the ECE office if your child has any food allergies. 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 medications must be handed directly to an ECE staff member (not placed in your child's lunchbox 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 a child has a severe airborne allergy, we may request that parents of the other children in the class 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 manufactures 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.) as per the CDC's Guidance for Cleaning & Disinfecting Public Spaces.
- 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 when deemed necessary.

## HOME DAILY SCREENING

Parents/guardians are required to monitor their children every morning (prior to attending school) for any sickness and keep them home if they are ill. Children who appear sick will be sent home.

## ILLNESS POLICY

Individuals are not permitted to attend school if they have had the following symptoms or illnesses **WITHIN THE PAST 24 HOURS**. If these symptoms develop during school hours, the individual will be sent home:

- 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 one episode of diarrhea in conjunction with other symptoms OR one episode of bloody diarrhea
- c. one episode of acute vomiting (if not from a known cause ie: eating too quickly)
- 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 white or yellow discharge
- h. infected, untreated skin patches
- i. difficult rapid breathing or severe coughing
- j. skin rashes
- k. weeping or bleeding skin lesions that have not been treated by a health care provider
- l. mouth sores with drooling
- m. stiff neck

### ***Fevers***

A child must be **FEVER FREE (WITHOUT FEVER-REDUCING MEDICATIONS) FOR 24 HOURS** before returning to school.

### ***Rashes***

If an individual presents with a skin rash, s/he will be sent home and excluded from school until the rash has gone away or a doctor has deemed it not contagious (a doctor's note required). Individuals who have had open sores and/or fever blisters may attend school as long as the sores or blisters are fully scabbed.

### ***Pink Eye***

If an individual presents with red eyes with white or yellow discharge, s/he will be sent home and excluded from school. The individual must see a doctor, be on medication for at least 24 hours, and must provide a doctor's note approving return.

If an individual presents with red eyes with clear discharge, or no discharge at all, the individual will not be excluded from school unless they present with other symptoms (see Runny Nose below).

### ***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

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

### ***Surgeries***

If your child has a scheduled surgery or a serious injury, please inform your child's teachers and the ECE Office. A doctor's note is required in order to return to school. If relevant, the note should include any special instructions or accommodations needed. We will collaborate with you to assess if we can provide a safe environment and support your child's recovery, taking into consideration their specific needs.

## **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*. If your child is exposed to any communicable disease at school, you will be notified via email.

#### Respiratory Illnesses

Chicken Pox <sup>2&3</sup>  
German measles<sup>1</sup>  
Hemophilus Influenza<sup>1</sup>  
Measles, Mumps <sup>1</sup>  
Meningococcus<sup>1</sup>  
Strep Throat<sup>4</sup>  
Tuberculosis<sup>1</sup>  
Whooping Cough<sup>1</sup>  
RSV<sup>6</sup> , COVID-19<sup>1&2</sup>

#### Gastro-Intestinal Illnesses

Campylobacter<sup>1</sup>  
Escherichia coli<sup>1</sup>  
Giardia Lamblia<sup>1</sup>  
Hepatitis A<sup>1</sup>  
Salmonella<sup>1</sup>  
Shigella<sup>1</sup>

#### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
Coxsackie<sup>5</sup>  
Pink Eye  
Fifth Disease

#### Communicable Disease Footnotes:

1. Reportable to the health department by our program.

2. A doctor's note is not required to be readmitted to school for an individual that has contracted COVID-19 or Chicken Pox.



Communicable Disease Footnotes (continued):

3. If an individual contracts Chicken Pox, they must stay home for at least six days since the onset of the rash and/or return when all sores have dried and crusted.
4. Individuals must be on an antibiotic for at least 24 hours before returning to school.
5. Individuals may return to school once rash has dried up/crusted over, there have been no new spots in 24 hours, is fever free for 24 hours (without fever-reducing medications), and must not be drooling steadily due to mouth sores.
6. An individual that is diagnosed with RSV must remain out of school for 5 days from diagnosis.

## **COVID-19**

Vaccinations, including booster doses for those eligible, remain the best defense against COVID-19. Children, families, and staff are encouraged to stay up to date with vaccinations.

If an individual in the ECE tests positive for COVID-19, they should notify the ECE office so that an email can be sent to the individual's class(s).

The individual that tests positive for COVID-19 must follow the steps below:

Days 0 - 5: Stay home and isolate

- Day 0 is the first day of symptoms OR the day the positive test was taken, whichever is earlier.

Days 6 - 10: Can return to ECE with:

- At least 24 hours fever free with no medications and other symptoms improving.
- Feeling energetic enough for an active day.
- A mask (indoors) through Day 10 (see the following mask requirements):
  - a) The individual must wear a mask through Day 10 days except if the individual takes 2 negative tests that are at least 48 hours apart (first test taken no earlier than Day 6). After the second negative result no mask is required.
  - b) If the individual is unable to mask, they may return with 2 negative tests that are at least 48 hours apart (first test no earlier than Day 6). At most, the individual may return on Day 11. Children that are under 2 years old must receive clinically administered tests.

If the individual has moderate or severe COVID-19 illness or is not improving, then they should follow [the current guidance from the NJ State Department of Health](#).

## **HEALTH EXAMS AND IMMUNIZATION REQUIREMENTS**

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 the start of the school year. Children above 2 ½ years of age must have had a health examination by a licensed physician one year prior to the start of the school year. The Universal Child Health Form must be updated annually, typically 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 31<sup>st</sup> 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, a lice specialist may be called in to inspect children's heads.

### **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 via a phone call. 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**

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 30 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**

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 Specialist, the Assistant Director, or Director at any time.

We use a combination of the following steps to ensure 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 challenge with a child we will work with the family and relevant professionals to develop an individualized plan to address the behavior. The plan will include positive behavior support strategies and may also include a modified schedule, if necessary, to be regularly assessed and modified as needed. Communication with families and ECE staff will be regular and ongoing. Our staff may also reach out to a consulting psychologist or other specialist to receive guidance and make appropriate recommendations to our staff regarding

classroom management techniques. If there are repeated serious episodes of inappropriate behavior, the family will have the option to pay for a responsible party to “shadow” the child in order to better support the child. This person must be mutually acceptable to the family and the Director. As a final alternative, the 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/staff are in danger of being harmed. We will work very closely with the family to help guide and support the child’s transition.

## **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 a child or his/her family violates any 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. If exclusionary measures must be taken, the program will offer assistance to the family in accessing services and obtaining an alternate placement.

## **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 (i.e. Facebook, Instagram, Snap Chat, Tik Tok, YouTube)
- Blogs
- Discussion Forums
- Media Sharing Services (i.e. YouTube)
- Micro-blogging (i.e. 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, phone numbers, email addresses, and approved pick-up lists are kept up to date. Emergency contacts must be located within a half-hour drive to 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.

## **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/](http://www.state.nj.us/dcf/).

OOL/Information to Parents/May 2019