

Parent Handbook

A Star Is Rising Early Learning Center, LLC.



Contents

Welcome 3

Philosophy and Curriculum 3

Principles of child development and learning 4

Policies and procedures 4

 Documentation required for your child’s records 5

Programming 5

Late fees 5

School Closing 5

Information about school closings, delayed openings, and early dismissals is conveyed through an emergency notification system by telephone. If you are not receiving phone messages from the district, please contact your school's Main Office to provide a current telephone number..... 5

 Delayed School Opening – 9:30am 5

Emergency Closings 6

If school closings are necessary, parents will be notified via the district’s emergency call system, Dojo. Announcements about emergency school closings will be made during the early hours. Emergency school closings will be broadcast on News 12 New Jersey as well. You can also receive school closing information by logging onto www.News12.com, and clicking on the school closing link. Lastly, school closings will be announced by Class Dojo..... 6

Payments..... 6

Refunds 6

Orientation..... 7

Attendance..... 7

Cancellation 7

Vacation 7

Authorized Persons..... 7

Special Circumstances..... 8

Daily Routines 8

 Clothing and personal belonging 8

Communication..... 8

Cubbies/Hooks 8

Discipline 8

 Immediate causes for expulsion: 9

Sexual Behavior 9

Hygiene 10

Outside play 10

Rest time 10

Lunch/Snacks 10

Birthday party 10

 Cakes provided by you must be store purchased..... 11

Toys 11

Arrival and departure adjustment 11

Health Issues 11

 No-Smoking Policy 11

 Sick Child Policy 11

 Medical Conditions 11

 Medication 12

 Injuries 12

 Biting: 12

Drills, Lockdown, and Evacuation 13

Fire Drills 13

Emergency Evacuation 13

Lockdown 13

Transportation/Field Trip 14

Guidelines for positive discipline 15

POLICY ON THE RELEASE OF CHILDREN 17

INFORMATION TO PARENTS 18

Policy on the Management of Communicable Diseases..... 23

EXPULSION POLICY 24

CENTER POLICY—COVID-19..... 26

CENTER HEALTH CHECK AND ILLNESS POLICY—COVID-19..... 27

ILLNESS..... 27

DAILY HEALTH CHECK:..... 28

SYMPTOMS—CLEARANCE TO RETURN: 28

REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:..... 29

BACK UP CARE USER POLICY-COVID-19 29

BACK UP CARE USER HEALTH CHECK AND ILLNESS POLICY– COVID-19..... 31

ILLNESS: 31
DAILY HEALTH CHECK:..... 31
SYMPTOMS—CLEARANCE TO RETURN:..... 32
REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:..... 32
BACK UP CARE USER MASK/FACE COVERING POLICY – COVID-19..... 33
COVID-19 POLICY

Welcome

We are pleased that you have chosen A Star Is Rising Early Learning Center, LLC as your partner in the care and education of your child. Like you, we are interested in your child’s whole development. Our commitment is to provide you and your child with the best in child care and education. This handbook is given to all parents at the time of enrollment of their child in the child care center, and is designed to acquaint you with our policies and procedures. In addition to our policies, we are licensed by the state of New Jersey and abide by state rules and regulations.

Philosophy and Curriculum

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. The purpose of our approach is to

foster competency is the young child. While the emphasis is on children, family involvement is encouraged and supported.

We have several goals for children.

- To be competent and confident in their abilities
- To be self-directed in a constructive, creative manner
- To be successful in future educational experiences
- To develop a love for learning and the ability to know how to learn
- To develop self-control and a sense of right and wrong
- To feel good about who they are
- To learn cooperation with other children as well as adults
- To reach their full potential in emotional, intellectual, physical and social development

Principles of child development and learning

1. Domains of children's development – creative, emotional, intellectual, physical, and social are closely related. Development in one domain influences and is influenced by development in other domains.
2. Development occurs in a relatively orderly sequence, with later abilities, skills, and knowledge building on those already acquired.
3. Development proceeds at varying rates from child to child as well as unevenly within different areas of each child's functioning.
4. Early experiences have both cumulative and delayed effects on each child's development; optimal periods exist for certain types of development and learning.
5. Development proceeds in predictable directions towards greater complexity, organization and internalization.
6. Development and learning occur in and are influenced by multiple cultural and social contexts.
7. Children are active learners, drawing on direct physical and social experiences as well as culturally transmitted knowledge to construct their own understandings of the world around them.
8. Play is an important vehicle for children as well as a reflection of children's development.
9. Development advances when children have opportunities to practice newly acquired skills.
10. Children demonstrate different modes of knowing and learning and different ways of representing what they know.
11. Children develop and learn best in the context of a community where they are safe and valued, and their physical needs are met.
12. Parents are a child's first teacher and an important influence in their life.

Policies and procedures

One week security deposit with a non-refundable registration fee of one hundred dollars (\$100.00) is required before actual start date. These fees must be paid and required documentation turned into the office prior to your child's starting date.

Documentation required for your child's records

- A signed completed registration packet
- An updated immunization record with doctor's name and information
- Expulsion policy signature
- Discipline policy signature
- Policy release permission for ClassDojo
- All payment arrangement paid

Programming

The center is open Monday through Friday from 6:15am to 6:30pm. Part-time can be arranged 2-3 days a week, or ½ (4 hours or less) day/week. Part-timers cannot carry missed days for the following week.

Late fees

Parents please be aware there will be a late charge after 6:30PM of \$1.00 per every one (1) minute which **must** be paid within two (2) business days.

Halloween – 3PM \$1.00 per every one (1) minute which must be paid within two (2) business day.

If we are unable to contact a parent or guardian listed on the emergency list within 30 minutes of the centers closure at 6:30PM, we will notify the Dumont Police Department.

School Closing

Information about school closings, delayed openings, and early dismissals is conveyed through an emergency notification system by telephone. If you are not receiving phone messages from the district, please contact your school's Main Office to provide a current telephone number.

Delayed School Opening – 9:30am

There may be times when it is practical to have a delayed school opening. If such an eventuality occurs, all schools will be on a two hour delay and close at regular dismissal times. Lunch will be served during delayed opening days.

Parents will be notified about delayed openings via the district's emergency call system. If weather conditions worsen during the early morning hours, a subsequent notification will indicate that schools are closed for the day. Any questions pertaining to this arrangement should be directed to Mrs. Frannie.

It is important that parents/guardians advise their child's school of any change in telephone numbers so that the caller alert system can be kept up to date. Doing so will ensure that households receive delayed opening information.

Emergency Closings

If school closings are necessary, parents will be notified via the district's emergency call system, Dojo. Announcements about emergency school closings will be made during the early hours. Emergency school closings will be broadcast on News 12 New Jersey as well. You can also receive school closing information by logging onto www.News12.com, and clicking on the school closing link. Lastly, school closings will be announced by Class Dojo.

Residents are instructed NOT to contact radio stations or the local police department whenever severe weather prevails throughout the area. During storm conditions telephone lines to radio stations and police departments must be kept open for emergency calls.

If emergency conditions occur AFTER the start of the school day we will make a decision pertaining to whether or not school should be dismissed early. If school is to be dismissed early, telephone calls will be made to parents, alerting them to the fact that all schools in the district will dismiss at their respective short session dismissal time 3pm. It is important that parents/guardians advise their child's school of any change in telephone numbers so that the caller alert system can be kept up to date. Doing so will ensure that households receive emergency closing information.

Payments

A Star Is Rising will only accept cash, checks, and money orders. Please make checks or money orders payable to A Star Is Rising Early Learning Center, LLC. and drop off at the main office. Please put your child's name and week on your payment. Do not leave your payment in your child's lunch box or mail box.

Please note: there is a \$40.00 charge for returned checks.

Payment must be made on Monday or no later than Friday. A \$10.00 late fee will be charged the following week. Any outstanding balance equal to two weeks of your child's tuition will result in disenrollment. The owner or Director may consider special payment arrangements on a case-by-case basis.

Any outstanding balance exceeding the amount of one week value will result of disenrollment with the loss of security deposit.

Full tuition is due regardless of holidays, snow days, short-term illnesses, covid quarantine, or vacations.

Refunds

No refunds in tuition are made for absences, holidays, sickness, emergency closing nor disenrollment.

Orientation

Before your child starts care, you and the assigned teacher will be able to meet to discuss your child's classroom policies and procedures.

Attendance

Please notify with a phone call to A Star Is Rising that your child will be absent on a scheduled day of attendance. **We do worry!**

Part-time student are flexible on scheduled day to attend within the week.

Cancellation

If circumstances cause you to withdraw your child, you must submit a written notice of two (2) weeks prior to your child's last day of care. Security deposit is held as a security advance. It will be applied to the child's last week of enrollment as long as two (2) weeks written notice is given. If the child is withdrawn without two (2) week notice the advance is lost.

Vacation

All families will be awarded a one week "vacation" after one year of enrollment has been accrued. Vacation will be granted the day after your one year anniversary date. Vacations must be used in one week intervals before the next anniversary date. Your child may not attend the center during his/her vacation week. Vacations cannot be carried over to the following year. Please notify the center in writing two weeks prior to your tuition free week.

Authorized Persons

Each parent must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are people in the area who are authorized by the parent(s) to pick up and or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the people whose names are given are aware that they have been listed for this purpose and the staff members will ask for identification of any person with whom they are not familiar. In the case of legal issues, the registered parent must indicate who has legal custody and who may pick up the child on the enrollment form. We assume no liability if not properly advised. If you won't be at the number you have listed to contact you during your child's day at school, leave a note with a staff member.

Whenever there are changes to be made, it is your responsibility to update the emergency cards located in the center's front office and your child's classroom. Written authorization is required for changes in this respect. Children will only be released to persons whose name appears on the emergency cards.

Attached: Policy on the Release of Children

Special Circumstances

If a staff member suspects that the person picking up the child is under the influence of alcohol or drugs, the child will not be released. Another person authorized to pick up the child will be called. The safety and well-being of the children in our care is of *primary importance*. If any child care staff believe that an adult who is picking up a child is not in a condition to drive or adequately care for the child's safety, the staff will not release the child to the adult until the child's safety is assured. Staff will offer to call a cab for the person or call another authorized adult to assist in picking up the child. Determining whether or not to release a child in this situation is difficult for the parent, the child, and the staff member. The Dumont Police stand ready to assist us in any decisions we make.

Daily Routines

Clothing and personal belonging

We ask that all clothing be appropriate for child care. We do many fun and messy activities. Although children always have access to smocks and are asked to wear them for messy types of activities, there may be mishaps. We don't want to ruin anything that is special to you or your child. We ask that you leave at least three (3) complete outfits (shirts, pants, socks, undergarment, and shoes) for your child here at school. Because children grow so fast, it is important to check the fit and weather appropriateness of these extra clothes room time to time. *Always label everything with your child's name.*

Communication

The parent bulletin boards contain items pertaining to fundraisers, conferences, parent involvement, and many other items we feel may be of interest to you. The main office hallway has a general information board. Every month a class newsletter will be published and placed in your child's mailbox. Parent-teacher conferences are scheduled once a year; however, you can request a parent-teacher conference at any time. ClassDojo is a free application that is highly recommend for daily communication with teacher. It will show you daily achievements, photos, reminders and more.

Cubbies/Hooks

Your child will have a cubby or hook at school for storing personal belongings. Please check the cubby or hook daily for your child's artwork, notification, etc. Also, please help your child learn where his/her cubby or hook is located.

Discipline

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed for the activity for a short period of time in order to regain his/her self-control. The general rule for "time out" is one minute per year of age, up to five minutes

maximum. Time out is used as a skill building tool, not punishment. If you see a problem or have witnessed a situation you do not understand, please see a head teacher right away.

As your partner in caring for your child, it is important that good communication exist between the home and our center. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify your teacher. Your teacher will keep you informed of any behavioral concerns that may occur with your child at the center. Every effort will be made to resolve any problem that may occur.

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with you and your child(ren) in order to prevent this policy from enforced.

Attached to handbook is Guidelines for positive discipline.

Immediate causes for expulsion:

Attached to Hand book: Expulsion policy

Sexual Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. A Star Is Rising is committed to using positive guidance strategies when teaching young children how to manage their own behavior.

Developmentally appropriate guidance and classroom management promotes positive social skills, foster mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

- Danger to self or others (examples include but are not limited to head banging, excessive biting that breaks the skin, hitting hair pulling, using objects to inflict bodily harm, etc.) and or
- Disruptive behavior that creates chronic interference to classroom activities (example include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance).

The center has developed procedures to deal with such cases of severe behavior. In these situations, the parent will be contacted. The parent will be needed to meet with the teacher and or the director to discuss the situation and appropriate measure. Behavior that is chronically unacceptable may be an indicator that further support or assessment if needed. This support may include a referral process for further assessment and additional outside services. The center's procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the center director reserves the right to temporarily or permanently remove a child from the center.

Hygiene

Children will be encouraged learning skills of good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after meals and snacks, after using the toilet, and before and after engaging in any outside activity or water play.

Outside play

Please bring appropriate clothing for the weather (i.e., sweatshirt, jacket, gloves, and or hats). Please remember to label all clothing. Unless the weather is extremely severe, we will go outside for much needed fresh air and large motor play. If your child is too ill to go outside she/he should be kept home.

Rest time

The children have a rest period each day.

- Infant room napes on their own schedule. Crib sheets are to be brought every Monday, and are sent home every Friday.
- Toddler room has a routine that if followed. From the hours of 1:00Pm – 2:30PM they will nap and mats are provided. Fitted crib sheet and blanket are to be brought every Monday, and are sent home every Friday.
- Preschool & Pre-Kindergarten has a routine that if followed. From the hours of 1:00Pm – 2:30PM they will nap and mats are provided. Fitted crib sheet and blanket are to be brought every Monday, and are sent home every Friday.

To protect your child's health, mats are sanitized regularly. Parents should provide familiar cuddly blankets and crib size fitters to help sooth a restless body. Please label the blanket and remember to take it home at the end of the week for washing.

Lunch/Snacks

Parents provide their child's two (2) snacks, lunch and 3 drinks preferred water. Please label your child's lunch box. The center has teamed up with smart lunches. You may order lunch through their website. Keep in mind lunches must be order one (1) week in advance for delivery. We will post their lunch menu on our website, ClassDojo, and class bulletin board.

Birthday party

Arrangements may be made with your child's teacher if you would like to provide a cake or cupcakes for a birthday party or special event.

Cakes provided by you must be store purchased.

Toys

We ask that all toys with the exception of “Show and Tell” stay at home. This assure they will not be lost or broken while at school. Any toys that are brought to school will be handed to the parent at drop off.

Arrival and departure adjustment

The center opens at 6:15AM each morning. We encourage children to arrive by 8:30AM so they may fully participate in the morning activities. Parents must always accompany their children in and out of their classroom. Upon your child’s arrival and departure, please be sure a staff member in your child’s classroom is aware that you are present and are either dropping off or taking your child home.

Share information that will help teachers with your child; in turn they will share information about your child’s day. According to A Star Is Rising regulation, you must sign in your child at time of arrival, and time of departure with a signature.

For the safety of your child and in the case of an emergency, please be sure to follow this regulation.

Health Issues

No-Smoking Policy

This is a non-smoking facility. No smoking is permitted inside the building at any time. Smoking is also prohibited within 50 feet outside of center.

Sick Child Policy

For the safety and health of all children and teachers, sick children need to be at home. Please do not send your child to school if she/he has had any of the following described conditions during the previous 24-36 hours. Also be advised, if your child exhibits any of the following signs while at school, she/he will be isolated immediately and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the expected one (1) hour. It is very important you have alternative care for your child when she/he is sick. We know it can be a very frustrating time when a child is sent home because of illness.

Medical Conditions

- Fever of 100.1 degrees F. or higher
- Diarrhea 3 loose stools in one day or 2 in one hour
- Vomiting 2 episodes in one day
- Rash that is unexplained, except for diaper rash
- Pink eye (conjunctivitis) when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.

- Irritability or listlessness which is not consistent with the child’s temperament will be noted by the director who will call the parent. The child does not have to leave the center. If your child contracts any of the following infectious diseases he/she must be excluded until:
 - Chicken Pox – after all blisters has scabbed over
 - Croup – after the cough has subsided
 - Ear Infection – after three doses of medication or after 24 hours
 - Fever – after the fever has returned to normal without the aid of fever reducing medication
 - Head Lice – after one complete treatment and removal of all nits
 - Impetigo – after 24 hours of medication
 - Pink eye – after the child has been on medication for 24 hours and (conjunctivitis) has no matter in their eye
 - Ringworm – after medical treatment with a fungicidal ointment
 - Roto Virus – after the child has had one formed stool.
 - RSV – after the wheezing and coughing has subsided
 - Shingles – after all blisters have scabbed over (same as chicken pox)
 - Strep throat – after the child has been on medication for over 24 hours
 - Thrush – after 24 hour on medication.

Medication

A Star Is Rising does not administer over the counter nor prescription medicine. We will only administer medicine for children with special health needs but a “Care Plan for children with special health needs” form must be filled out and completed by a Health Care Provider.

Injuries

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As a partner in the care of your child, we realize that you will want to be aware of your child’s injuries or illness that occurs at the center. In order to keep you informed; we will provide you with an accident report for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the emergency card to make medical emergency decisions about your child. Please keep all these numbers updated. Your signed emergency medical release will also assist us in obtaining prompt medical attention. A staff member will stay with your child until your arrival. Staff will not administer medical treatment, other than emergency first aid. All staff will be provided with CPR and First Aid Training.

Biting:

1. Children will be involved in active, organized, and supervised activities during which positive behaviors will be praised.
2. If a staff member observes a biting incident, the “bitten” child will be attended to and comforted immediately.
3. The area of the bite will be gently cleansed with soap and water, and ice will be applied if necessary.
4. The parent or guardian of the child who was bitten will be called or notified upon pick up. They will be asked to sign an Accident Report. (The “biter” will not be identified.)

5. The child who did the biting will be moved to a different area of the room and a staff member will help the child understand that the behavior is not acceptable. The child will be redirected to an appropriate activity.
6. The biting incident will be documented. The report will be given to the “biter’s” Parent as well as placed in their file.
7. The incident will be discussed with the Parent of the “biter” and we will work with them to identify possible biting causes and discuss strategies to help change the behavior. The child will be monitored closely by Staff, making sure he/she is busy with activities and materials during the school day.
8. After all preventative steps have been taken by the Staff Members, and if the child continues to bite, the Director will call the Parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks, etc.). If a child is suspended, the parent should be informed that the child may return to the center as soon as the biting is abated.
9. If the child returns to the center, continues to bite, and is endangering the other children, the child may possibly be terminated from the program

Drills, Lockdown, and Evacuation

Fire Drills

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Our center is equipped with a fire alarm system, and fire extinguishers are placed throughout the building. The Fire Marshall Inspection certificate is posted in the front office.

Emergency Evacuation

In the event of an emergency warrants the evacuation from the facility of all students and staff of the center, emergency responders will arrange our safe meet location at the corner to the left of the building (Merritt Ave.) An attempt to reach all parents via our ClassDojo and OneCallNow to inform you of the need to pick up your child will be made if there is sufficient time and ability. If we are unable to contact you, the evacuation location will be posted on the center door. If such an event were to occur, A Star Is Rising staff will stay with the students and take total responsibility for their safety and liability while until parents pick them up.

Lockdown

In response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Generally, Shelter in Place means simply staying indoors. Some situations that might require sheltering in place are severe weather conditions, extreme temperatures, or a public

disturbance. During this drill or actual emergency, students will be engaged in safe and quiet activities. Lock down drills will be conducted twice in a school year. Parents will be notified in advance of a Lock down drill. If there is an emergency, all families will be contacted via telephone.

Transportation/Field Trip

We do not provide transportation to and from school. For special field trips, transportation will be arranged. Parents will be notified prior to any field trips. Parental permission is required before child may be transported on a field trip. Parents may be requested to join a field trip event. Parent who wishes their child not to attend the field trip; prior care arrangement must be made.

D & M Tours Inc. 973-977-2001

Please watch for special event information.

Thank you for choosing A Star Is Rising. You and your child are important to us; please let us know if we may be any help to you in any other situation.

Guidelines for positive discipline

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center 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 center's daily closing, the center shall ensure that:

The child is supervised at all times;

Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member 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 center shall ensure that:

The child may not be released to such an impaired individual;

Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

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

INFORMATION TO PARENTS

Under provisions of the ***Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)***, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents 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://data.nj.gov/childcare_explorer.

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

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

Our center must post a listing or diagram of those rooms and areas approved by the 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/.

Policy on the Management of Communicable Diseases

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

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

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

EXCLUDABLE COMMUNICABLE DISEASES

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

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

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

COMMUNICABLE DISEASE REPORTING GUIDELINES

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

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

EXPULSION POLICY

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

The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

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

SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

OOL/EXPULSION POLICY/ APRIL 2017

CENTER POLICY—COVID-19

Exposure:

If, within the last 10 days, any non-immune (**as defined below**) member of your household has a suspected or confirmed case of COVID-19, or has been in Close Contact with anyone who has a suspected or confirmed case of COVID-19, then all non-immune members of your household must remain out of the center. In addition, all symptomatic individuals, including any immune individuals, must remain out of the center, unless cleared to return.

Individuals will be considered “immune” during **the ninety (90) day period** (which may be extended based on future guidance) commencing:

- **For vaccinated individual:** Two weeks after completing the full course of vaccination.
- **For previously positive individual (with lab-confirmed case):** ten (10) days after the onset of symptoms, or, in the case of an asymptomatic individual, ten (10) days after the date tested.

Travel:

If you have traveled internationally within the last 10 days, or traveled domestically from any area which is the subject of travel restrictions under applicable state and local guidance, you must remain out of the center.

Gathering:

If you or any member of your household has attended a gathering (indoor or outdoor) in the last 7 days where attendance exceeded or which was not otherwise in compliance with state or local guidance, your household must remain out of the center.

After the applicable exclusion period has passed, you/your household may return provided these four things have happened:

- (a) At least 10 days have passed since anyone in your household first experienced symptoms: **and**
- (b) Symptoms have improved for anyone in your household that experienced symptoms (for example, cough or shortness of breath has improved); **and**
- (c) Your household has been fever-free for at least 24 hours without the use of fever-reducers.
- (d) Negative covid test result

Please note, depending on the circumstances we may require you to obtain clearance to return from a medical provider before return to the center will be allowed.

HOUSEHOLD MEMBERS: means anyone living or present in the household on a regular basis (e.g. houseguests, nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

CLOSE CONTACT: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test date).

Factors to consider in determining Close Contact include proximity, duration of exposure, whether the infected individual was symptomatic and/or generating respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Masks are not a substitute for social distancing. Consequently, when determining Close Contact for members of the general public, the determination should be made irrespective of whether the contact was wearing respiratory PPE or fabric face coverings.

FOR MEDICAL PROFESSIONALS: The determination of Close Contact for the potentially exposed individual will consider the use of recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection).

CENTER HEALTH CHECK AND ILLNESS POLICY— COVID-19 ILLNESS

During the COVID-19 pandemic period, our Health Check & Illness Policy (both COVID and Non-COVID provisions) applies to all staff, children and their household members. The final decision on whether to exclude an individual from the program due to illness will be made by A Star Is Rising Early Learning Center, LLC. Dumont.

For your child's comfort, and to reduce the risk of contagion, children must be picked up within 1 hour of notification of illness. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

DAILY HEALTH CHECK:

All staff, families, children and their household members must conduct a check before coming into the center. Should you or any household member have any of the following COVID-19-like symptoms during the preceding 72 hours, we ask you to remain out of the center and notify the center.

- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of **100.4° F** (or would have, but for the use of fever-reducers). *The threshold temperature is **100.4° F**, unless a LOWER threshold temperature is imposed in the local jurisdiction or by the specific center.*

All staff, families, children and their household members must submit to a temperature check upon arrival at the center and must provide complete and accurate responses to the Daily Health Check. Anyone refusing to comply will not be permitted entry. The Daily Health Check questions and the temperature threshold may be updated from time to time. All symptomatic individuals, including any immune individuals, must remain out of the center, unless cleared to return.

Note: If the exclusionary symptom has already been cleared by the COVID team, then a “yes” to the continued presence of a **cleared** symptom will not result in exclusion.

SYMPTOMS—CLEARANCE TO RETURN:

Consistent with our COVID-19 Policy, a symptomatic household will be required to remain out of the center for at least 10 days, unless clearance to return is provided.

If a medical provider assesses the symptomatic individual and provides acceptable clearance to return, then the individual will be cleared to return, and the ten (10) day exclusion period will not apply. Clearance to return will be acceptable if a medical provider confirms in writing that: a) the individual has tested negative and can return when fever-free for at least 24 hours (without

use of fever-reducers) and symptoms are resolving, b) there is an alternate diagnosis causing the COVID-like symptoms and the individual has tested positive for a confirmed non-COVID microbiological diagnosis, or negative for COVID-19 using a molecular or antigen test for SARS- CoV-2, or c) there is an alternate diagnosis causing the COVID-like symptoms.

Patients presenting with symptoms of an upper respiratory illness, or ear, nose, or throat infection, must provide clearance to return pursuant to options a or b above, and option c will not be sufficient. Any unspecified diagnosis is presumed to be COVID-19 and the exclusion will continue. Clearance to return cannot be provided by a family member, can only be provided to clear an exclusion for symptoms and is not sufficient to clear an exclusion for exposure. All Clearances to return must be reviewed and approved by the COVID-19 Response Team. Clearance to return requirements may change from time to time based on current conditions.

REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:

Notify us immediately if you become aware of any suspected or confirmed case of COVID-19 in your household occurring within **14 days prior to or 48 hours after** any member of your household has been in present at the center.

BACK UP CARE USER POLICY-COVID-19

Exposure:

If, within the last 10 days, any non-immune (**as defined below**) member of your household has a suspected or confirmed case of COVID-19, or has been in Close Contact with anyone who has a suspected or confirmed case of COVID-19, then your household may not use Bright Horizons Back-Up Care (inclusive of in-home care).

Individuals will be considered "immune" during **the ninety (90) day period** (which may be extended based on future guidance) commencing:

- **For vaccinated individual:** Two weeks after completing the full course of vaccination.
- **For previously positive individual (with lab-confirmed case):** ten (10) days after the onset of symptoms, or, in the case of an asymptomatic individual, ten (10) days after the date tested.

Travel:

If you or anyone in your household has traveled internationally within the last 10 days, or traveled domestically from any area which is the subject of travel restrictions under applicable state and local guidance, your household may not use Bright Horizons In-Home Back-Up Care and if your household is using Bright Horizons In-Center Back-Up care, the traveler must remain out of any back-up care center.

Gathering:

If you or any member of your household has attended a gathering (indoor or outdoor) in the last 7 days where attendance exceeded or which was not otherwise in compliance with state or local guidance, your household may not use Bright Horizons Back-Up Care (inclusive of in-home care).

After the applicable exclusion period has passed, you/your household may return provided these three things have happened:

- (a) At least 10 days have passed since anyone in your household first experienced symptoms; **and**
- (b) Symptoms have improved for anyone in your household that experienced symptoms (for example, cough or shortness of breath has improved); **and**
- (c) Your household has been fever-free for at least 24 hours without the use of fever-reducers.

Please note, depending on the circumstances we may require you to obtain clearance to return from a medical provider before your household may use Bright Horizons Back-Up Care.

HOUSEHOLD MEMBERS: means anyone living or present in the household on a regular basis (e.g. houseguests, nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

CLOSE CONTACT: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test date).

Factors to consider in determining Close Contact include proximity, duration of exposure, whether the infected individual was symptomatic and/or generating respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was

indoors or outdoors). Masks are not a substitute for social distancing. Consequently, when determining Close Contact for members of the general public, the determination should be made irrespective of whether the contact was wearing respiratory PPE or fabric face coverings.

FOR MEDICAL PROFESSIONALS: The determination of Close Contact for the potentially exposed individual will consider the use of recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection).

BACK UP CARE USER HEALTH CHECK AND ILLNESS POLICY– COVID-19

ILLNESS:

Suspension of a care session is sometimes necessary to reduce the risk of COVID-19 transmission. To reduce the risk of contagion, if your child is at a center and becomes ill your child must be picked up within 1.0 hour after notification of illness. If the care session is in-home and your child, the caregiver or anyone else present in the household becomes ill, you must relieve the caregiver and make alternate arrangements for supervision of your child(ren) within 1.0 hour of becoming aware of or notification of illness.

DAILY HEALTH CHECK:

All caregivers, families, children and their household members must conduct a health check before any back-up care session. Should you or any household member have any of the following COVID-19-like symptoms during the preceding 10 days, you should not use back-up care and should notify us.

- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Fever at or above the threshold temperature of **100.4° F** (or would have, but for the use of fever-reducers). *The threshold temperature is **100.4° F**, unless a LOWER threshold temperature is imposed in the local jurisdiction or by the specific center.*

All symptomatic individuals, including any immune individuals, must not use Bright Horizons Back-Up Care (inclusive of in-home care center), unless cleared to return.

If the exclusionary symptom has already been cleared by the COVID team, then a “yes” to the continued presence of a **cleared** symptom will not result in exclusion.

SYMPTOMS—CLEARANCE TO RETURN:

Consistent with our COVID-19 Policy, a symptomatic household will not be able to use Bright Horizons Back-Up Care (inclusive of in-home care) for at least 10 days, unless clearance to return is provided.

If a medical provider assesses the symptomatic individual and provides acceptable clearance to return, then the individual will be cleared to return and the ten (10) day exclusion period will not apply. Clearance to return will be acceptable if a medical provider confirms in writing that: a) the individual has tested negative and can return when fever-free for at least 24 hours (without use of fever-reducers) and symptoms are resolving, b) there is an alternate diagnosis causing the COVID-like symptoms and the individual has tested positive for a confirmed non-COVID microbiological diagnosis, or negative for COVID-19 using a molecular or antigen test for SARS- CoV-2, or c) there is an alternate diagnosis causing the COVID-like symptoms.

Patients presenting with symptoms of an upper respiratory illness, or ear, nose or throat infection, must provide clearance to return pursuant to options a or b above, and option c will not be sufficient. Any unspecified diagnosis is presumed to be COVID-19 and the exclusion will continue. Clearance to return cannot be provided by a family member, can only be provided to clear an exclusion for symptoms and is not sufficient to clear an exclusion for exposure. All Clearances to return must be reviewed and approved by the COVID-19 Response Team. Clearance to return requirements may change from time to time based on current conditions.

REPORTING SUSPECTED OR CONFIRMED CASE IN HOUSEHOLD:

Notify us immediately if you become aware of any suspected or confirmed case of COVID-19 in your household occurring **within 14 days prior to or 48 hours after** any back-up care session.

BACK UP CARE USER MASK/FACE COVERING POLICY – COVID-19

CAREGIVERS AND FAMILIES MUST COMPLY WITH STATE AND LOCAL REGULATIONS REGARDING MASKS/FACE COVERINGS.

Center-based Back-Up Care:

Families using center-based back-up care must comply with all mask/face covering protocols in place at the centers. These protocols may differ from center to center depending on state and local guidance.

In-Home Back-Up Care:

Adults: Adults must wear masks/face coverings when in the presence/same room as the caregiver, even if the adult is not in Close Contact with the caregiver.

Caregivers: Caregivers must wear masks/face coverings at all times when at a care session, except during a break or while eating (in each case, provided proper social distancing can be maintained).

Children: This guidance does NOT apply to children under 2, or to those who are advised not to wear a face covering for other health reasons. Parents should consult with their child's health care provider if necessary (e.g., for children with certain conditions such as asthma), to determine if an individual child age 2 years and older is able to safely and consistently wear a cloth face covering while in care.

Children 2 and over should wear masks/face coverings when in the presence of the caregiver unless:

- The child is interacting in on-line schooling activities, provided proper social distance from the caregiver is maintained
- The child is unable to remove the face covering without assistance
- The child has severe asthma or other breathing difficulties or safety concerns
- The child has special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity
- The child continues to remove the face covering or otherwise cannot wear the face covering safely and consistently

Face coverings should **NOT** be worn, but proper social distancing should be maintained:

- While engaged in physical activities outside (unless otherwise required under local regulation)
- If the face covering is wet or if the child is engaged in activities that may cause the face covering to become wet (e.g., swimming)
- While eating at least 6' apart from the caregiver
- If the child is unconscious or otherwise incapacitated

Masks/face coverings are NOT a substitute for social distancing, hand washing or other everyday preventative actions.