

PARENT HANDBOOK FOR HOBOKEN DAY CARE 100

HISTORY

Hoboken Day Care 100 is a private non-profit organization that services children ages 0-5 years old.

Hoboken Day Care 100 developed from the dedicated commitment of parents and community representatives in 1970 and became fully incorporated in 1972.

Today the Center is licensed to serve 64 children ranging from three (3) months to five (5) years of age in two components: Infant and Preschool.

INFORMATION TO PARENTS AS REQUIRED BY THE STATE LICENSING

Under provision of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:22) every licensed child care center in the state of NJ must provide the parents of enrolled children written information on parent visitation rights, State Licensing requirements, child/abuse neglect reporting requirements and other child center matters. The center may comply with these requirements: 1) by reproducing or distributing to parents written statement, prepared by the Bureau of Licensing in the Division of Youth & Family Services (DYFS); or 2) by incorporating the required information in its own handbooks, brochures, or other information materials. In keeping with this requirement, the Center must secure every parent's signature attesting to his/her receipt of this information.

Our center is required by the State of New Jersey Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you are 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 are areas such as physical environment/life safety; staff qualifications, supervision, and staff ratio; 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, ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing the Bureau of Licensing, Department of Children & Families, P.O. Box 717, Trenton, NJ 08625-0717.

We encourage parents to discuss with us any questions or concerns about the policies and program of the Center of 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 standards, you are entitled to report them to the Office of Licensing. Of course, we would appreciate your bringing concerns to our attention too.

Our Center must have a policy concerning the release of children to parent(s) of people authorized by the parent(s) of people authorized by the parent(s) 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 dispensing medicine and management of communicable diseases. Please talk about these policies so we can work together to keep our children healthy.

Parents are entitled to review the Center's copy of the Bureau of Licensing Inspection/Violation Reports on the Center, which are issued after every State Licensing Inspection at our Center and is available online. If there is a licensing complaint investigation, you are also entitled to review the Bureau'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 as we will make them available to review.

Our Center must cooperate with all Division of Children and Families inspections/investigations. DYFS 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 available to parents upon request. We encourage you to review it and discuss any questions or concerns you may have about it.

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

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents wishing to participate in activities or operations of the Center should discuss their interest with the Executive Director, who can advise them as to what opportunities are available.

Parents of enrolled children may visit the Center at any time without having to secure prior approval from the Executive Director or any staff member. However, they cannot physically enter the child's specific room, but are allowed to spend a few minutes at the door or window to observe the child. We welcome visits from our parents.

Our Center must inform parents in advance of any field trips, outing or special event that takes place outside the Center, and must obtain written consent from parents before taking a child on each such trip.

Anyone who has responsible cause to believe that an enrolled child has been or is being subject to any form of hitting, corporal punishment, abusive language, ridicule, harsh humiliating or frightening treatments; or any kind of 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 Division of Youth & Family Services of Child Abuse Control, Toll Free at: 1-800-792-8610, or any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.

PARENT AND COMMUNITY PARTICIPATION

Parents are encouraged to meet and speak directly with their child's teacher when necessary and especially to the Executive Director if you feel that you need more assistance with a situation.

HOURS/FEES

The center is open five (5) days a week, Monday through Friday, from 7:30AM to 5:30PM, twelve (12) months a year. Aftercare is available at an additional cost until 6:00PM. For children ages 12 weeks to 2.5 years old the monthly tuition fee is \$1075. For children ages 2.5 to 5 years old the monthly fee is \$925. After Care fees from 5:30-6:00PM are \$100/month. In order to secure your child's spot in the center we ask for a non-refundable deposit of one month's tuition which will be applied to your child's last month of care at the center. If you plan to take your child out of the center you must give us one month's notice so that we can apply your deposit to the last month's tuition payment. If you do not provide us with one month's advance notice you will not receive your deposit back. We do not offer part time care but you can choose to send your child part time provided you pay the full time tuition fee.

ARRIVAL

All children must arrive at the Center by 8:45 am to receive breakfast. If a child arrives after 8:45 we will assume that they have already eaten breakfast at home. Please remember that we begin Circle Time/learning activities at 9:00 am. Bringing in children after this time is disruptive to not only your child's learning but is also disruptive to the learning of the other children. No one will be fed after 8:45. No child will be accepted at the center after 9:15. No exceptions.

AM LATENESS

Please telephone the center (201-792-4666), if you will be bringing your child to school after 8:30. You can also message Miss Suzanne on the Remind App.

If a child is late without a telephone call, a verbal warning will be given as well as signing the tardiness sheet. If a child is late a second time, without a telephone call, your child will be sent home for the day. This will be considered an inexcusable absence. If your child is late a third time without a telephone call, a written letter of suspension will be given to you, suspending your child for the following day.

There will be no exceptions for this policy. Please call the center as soon as possible if you are going to be late. In order not to abuse this policy, you will be allowed no more than two (2) telephone calls for lateness per month.

Please remember that your child coming in late disrupts the classroom schedule and activities planned. It is also imperative that we know who is coming to school each day for record keeping purposes and staffing purposes.

SWIPE CARDS

All parents/guardians who have swipe cards **MUST** swipe their child in and out of the center every day. You are responsible for swiping and making sure you have the card every day. Back swipes will only be allowed for emergency purposes or in case of sickness. If you lose your ECC card you must call **1-800-997-3333** within 72 hours to replace it. Urban League has informed us that if you do not call within that 72 hour window they will not pay for your child to attend the center while the card is missing. If you do not call within 72 hours you are responsible for payment.

PM LATENESS

By 5:30PM, all children must be picked-up, Late charges are as follows: \$20 for the first fifteen (15) minutes after 5:30, and \$5 for each additional five minutes up until 6:30pm., whereupon the Hoboken Police Department and DYFS will be notified and child will be turned over to the Hoboken Police Department. Late fees must be paid by the next business day or your child will not be permitted to attend school until the fee is paid in full. After Care is not considered a “drop off” service. If you are running late you **must** call the center and message Miss Suzanne on the Remind App. If you know ahead of time that you may only need After Care for a handful of days please speak to Miss Suzanne and she will make arrangements for your child.

LATE PICK-UP PROCEDURES

1. A Staff member must supervise the child at all times.
2. The staff member will make every effort to contact the parent (s) or responsible adults who are authorized by the parents to pick-up the child.
3. When a parent or authorized person fails to pick-up the child after 6:30PM (one hour after closing time), and the staff member has exhausted all their resources provided by the parent, a Hoboken Day Care 100 staff member will telephone the Division of Youth & Family Services 24-Hour Child Abuse Hotline (1-800-792-8610) to inform them of the situation and ask for assistance. The Division of Youth & Family Services will then be informed of the following procedure.
4. After calling the Division of Youth & Family Services, the Hoboken Police Department will be called (201-420-2100) at which point they will intervene.

ATTENDANCE

In order to maintain our funding, attendance must be maintained 85% of the time. This means that each child **MUST** attend day care regularly, unless there is an excusable reason for absence.

If a child is inexcusably absent for more than three (3) days in one month for a two month period, daycare services **WILL BE TERMINATED** for the child. Likewise, if there is a consistent pattern of absenteeism, without excusable reason, your child **WILL BE WITHDRAWN** from the program.

Children must be at the center by 9:15AM each day **at the latest**. This is so your child is in attendance for the most amount of learning time possible and for staffing purposes so we fall within our ratios. **The only reason that students will be accepted late will be in the event of**

a doctor's appointment or a visit to WIC. Children must bring in a note from the doctor's office and/or WIC in order to be permitted to come into the center late. Children will not be accepted after 12:00PM for ANY reason. Please schedule appointments early in the morning or later in the afternoon, if possible. Please make every effort to make doctor's appointments early in the morning so that students can come to the center after their appointment is finished (provided they are in the center by 12:00PM). If you schedule an appointment for your child where they will not be returned to the center by the 12:00PM cutoff time you must keep your child home. Bringing children back to the center when other children are sleeping is very disruptive, especially when a child may be upset returning after an appointment. If your child is sent home due to illness you must consult Miss Suzanne and the Illness Policy for when your child may return. No child who has been sent home sick with diarrhea, vomiting, strep throat, pinkeye, lice or fever the previous day may return to the center the next day.

VACATION POLICY FOR STUDENTS

Tuition is based on monthly attendance. As such, Hoboken Day Care 100 does not offer credit for time away from the center due to vacations and/or lengthy illness resulting in a child's extended absence. If your child is attending daycare under Urban League of Hudson County monies you must be aware of your contractual obligations as to what monies you will owe the center as per their guidelines. If you are unsure about your Urban League obligations please call them at (201)451-8888.

HEALTH AND COMMUNICABLE DISEASES

Parents must provide the office with a record of the child's compliance with immunization requirements set forth by the State of New Jersey. Children whose shots are not up to date cannot attend Hoboken Day Care 100.

The health and safety of all children is our primary concern. If your child has one or the following illnesses and/or symptoms of illness, he/she will be separated from the group and possibly sent home: severe pain or discomfort, acute diarrhea, acute vomiting, sore throat or severe coughing, elevated oral temperature of 101.0 degrees F or over, axillary temperature of 100.5 degrees F or over in conjunction with behavior changes, yellow or jaundice eyes, red eyes with discharge, infected/untreated skin patches, difficult or rapid breathing, skin rashes, weeping or bleeding skin lesions. Swollen joints, visibly enlarged lymph nodes, stiff neck, blood in urine or stool. Parents are responsible for consulting with their child's doctor about diagnosis and care. Parents must inform the center when their child is ill with a contagious disease and should request their pediatrician's cooperation in consulting with the center if the illness has implications for the entire child care program.

If your child is absent from daycare three (3) consecutive days due to any type of illness, your child will not be able to return to the Center unless accompanied by a statement from your child's physician indicating that your child is able to return. Further, your child will not be readmitted to the Center unless accompanied by a statement from your child's physician if your

child contracts one of the following communicable diseases: tuberculosis, whooping cough, guardia lamblia, hepatitis A, salmonella, shingles, impetigo, rash of unknown origin and scabies. If your child is sent home with diarrhea or vomiting they must be free of all symptoms for 24 hours before returning to the center. If your child is sent home with a fever they must remain home until they are fever free for 24 hours without medication before they can return. Please note that no child will be admitted back to the center after 9:15 regardless of when the 24 hour rule is in effect. For example, if your child is sent home at 11:00 on Monday and they are symptom free for 24 hours, they would not be permitted to return to the center until Wednesday morning as we cannot admit a child after 9:15. These policies are based off of Office of Licensing guidelines. These guidelines are in place to safeguard **all** children in our care. While it may be inconvenient that your child must remain home due to illness we cannot allow sick children to remain at the center. Please see the Illness Policy booklet that you received upon enrollment. If you need a new copy please ask in the office.

EMERGENCIES

A parent will receive an emergency phone telephone call if your child has one or more of the following ailments: 101.0 fever, vomiting (two times), diarrhea (three times), unexplained rash or has been complaining of some other unobserved pain for a period of time. We expect that you make arrangements to pick-up your child as soon as possible. Licensing policy says you must pick up your child within one hour of being called by the center. Please make sure we have the most current phone numbers. Please make sure to familiarize yourself with our illness policies.

MEDICATION

In order to administer medication to your child, we must have a letter from your child's physician authorizing Hoboken Day Care 100 to administer the medication. The medication must be clearly labeled with the child's correct name, the dosage, the times at which the medication will be given and the name of the medication. After a designated person administers the medication, a sheet will be signed by the staff member along with the parent's signature acknowledging that the medication was administered. Medication that is old or outdated or that belongs to someone else will not be given to any child.

Please do not leave any medication in your child's cubby or back-pack, all medications, including over the counter medications, must be kept in the administrative office.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's custodial parent(s) or persons authorized by the custodial parent(s), to take the child from the Center to assume responsibility for the child in the event of an emergency, if the custodial parent(s) cannot be reached.

A child shall not be visited by or released to a non-custodial parent unless the custodial parent(s) specifically authorizes the Center to allow such visits or releases in writing, this written authorization, including name, address, telephone number and photo identification that shall be maintained on file. If a non-custodial parent has been denied access to a child by a court order,

the Center shall secure documentation to that effect and maintain a copy of that information on file.

Written procedures to be followed by every staff member if the parent or person authorized by the parent as specified above, fails to pick-up a child at the time of the Centers daily closing: Late pick-up procedures as mentioned earlier will be followed.

Written procedures to be followed by a staff member if the parent or authorized person by the parent, appear to be physically and/or emotionally impaired to the extent that, in the judgement of the Executive Director and/or staff members, the child be placed at the risk of harm if released to such an individual. The procedure requires the following:

1. The child may not be released to such an individual.
2. Staff member attempts to contact the child's other parent or authorized persons by the parent (s).
3. If the Center is unable to make alternate arrangements, as above noted, a staff member shall call the Division of Youth & Family Services Hotline (1-800-792-8610) to seek assistance in caring for the child.

ESCORTS

In the absence of the parent, an adult escort whose name is on the Escort List for a particular child may bring and pick-up the child. Children cannot pick-up other children. We will not release any child to anyone under the age of 18. If you have a change in authorized escorts, you must notify the office in writing. If you are unable to do so in the event of an emergency, YOU MUST TELEPHONE THE CENTER. Proper identification of the escort is required. No child shall be permitted to leave with an escort if in our judgement that escort seems impaired by either drug or alcohol or seems abusive to that particular child. Your child's safety is our main concern.

TELEPHONE NUMBERS

You must notify the office of any changes in the telephone numbers: home, cell, work, and emergency numbers. This is most important if it is necessary to call you in the event of an emergency. Emergency Contact Lists will be updated every year in January. If you have changes after such time you must inform the office.

FEES

All day care fees are due on the first of the month. The center accepts cash, money order, bank checks or personal checks. We do not accept credit/debit payments. If the first of the month falls on a weekend or holiday payment is due the first day that the center reopens. As a courtesy, HDC100 will provide you with a reminder invoice a week before payment is due. Fees need to be paid in a timely manner. If a pattern of non-payment of fees is shown, your child may be suspended from the daycare at the discretion of the Executive Director. If you know that you cannot make a payment on the due date please speak to the director and she will try and work with you. If you bounce a check you will no longer be allowed to pay tuition via personal checking account. You must pay with bank check, money order or cash. You are also

responsible for the \$15 bounced check fee. If you need paperwork for taxation purposes or work reimbursement please speak to Theresa.

DISCIPLINE POLICY

1. Each classroom teacher will discuss and reinforce “classroom rules” through circle time activities, role playing, socialization activities, visual aids such as picture study, films and through songs.
2. Teachers will set limits in the classrooms, while encouraging and rewarding positive behavior.
3. If the child exhibits negative behavior, the child will be spoken to in a calm, yet firm manner.
4. If a child persists in disrupting the normal activities of the classroom, the teacher will separate that child from the rest of the group by designating a “Time Out” area with a chair for that child. The “Time-Out” period will not exceed five (5) minutes. During that time, the child will not be allowed to use: any materials: or to communicate with other children.
5. If a disruptive behavior of a child becomes consistent and disrupts the classroom management and daily classroom routines, the teacher will consult the Executive Director. They will offer positive discipline suggestions and techniques. They will observe the children in the classroom. The teacher will record daily observations of the child in the classroom.
6. If the child’s behavior does not improve, the Executive Director, and the teacher will schedule a conference with the child’s parent(s) and teachers. The conference will include discussing effective and consistent methods to be used to remediate the child’s behavior problem.
7. The teacher will inform the Executive Director and the Administrative Staff and parent(s) of the child’s progress through conferences and written evaluations.
8. In a situation, where the child causes injury to self or to other children, the Executive Director and the Administrative Staff will offer recommendations to parents for referrals and or evaluation of the child. Until such time that evaluation is not made, the Center reserves the right to suspend or terminate services to the child.
9. Termination should be a last resort when all other efforts; including parent conferences have been exhausted.

GENERAL PROCEDURE

1. Under no circumstances should teachers discuss a child’s negative behavior with the parent without confronting the Executive Director first.
2. There will be no physical punishment of any kind to any child.
3. Positive reinforcements and rewards will be used for discipline rather than negative statements and punishments.
4. Children learn through repetition. Children should be reminded of expectations on a regular daily basis.
5. Teachers will not discuss a child’s negative behavior in front of a child, other children or other parents.
6. No food or rest shall be denied to any child because of behavioral problems.

EMERGENCY CLOSURE/EARLY CLOSURE

Hoboken Day Care 100 **does not** always follow the closures called for by the Hoboken Board of Education when it comes to snow days. We will handle snow storms on a case by case basis. Parents will be notified on our website (hobokendaycare100.com), on our Facebook page and via the Remind App. It is your responsibility to check these sites to find out the latest information. In the event of a snow emergency later in the day, the center can close early. If we decide to close early parents will be notified upon arrival what time the center will be closing if a decision has already been made. If it is decided later in the day that we must close early the center staff will begin making phone calls two hours before the scheduled closure time. It is important that telephone numbers and emergency numbers are always accurate. You must be on time to pick up your child. We have to take into account the safety of not only our students and families but also our staff who may not live in the immediate area. Please make sure you have reliable family/friends listed on your emergency paperwork in the event you cannot get to the center by the decided time. If you are late for pick up on an early closure day late fee fines will go up from regular late fee prices by 50%. Snow closure late fees are assessed at \$30 for the first 15 minutes late and \$7.50 for each additional 5 minutes late until one hour past the closure time. We never have delayed opening at the center. If your older children have to report to school late we still expect that children attending our center arrive by 9AM for staffing purposes.

PARENT PARTICIPATION

Parents are strongly encouraged to participate actively in the program: volunteer your services to the program by helping out in the classroom, supplying food and goods for special occasions, repairing of materials and equipment, sharing your gifts and talents with the children, helping with fundraising activities, spreading the good news about the Center to others who are interested or who are in a position to help us financially. If you have an idea that you would like to share please speak to Miss Suzanne. We are always welcome to parents coming in and sharing their culture, background and ideas with our students.

CLOTHING

It is required that at least one full change of clothing (including underclothes) must be in your child's cubby at all times. Please make sure that all clothing worn by your child or left in the cubby is properly labeled with your child's name.

TOYS

Please keep your child's toys at home. When a child brings a toy to the Center, it causes problems in the classroom. We have enough toys and equipment to keep the children learning and happily busy. We must be very strict about this policy. Thank you for your cooperation in advance.

JEWELRY

DO NOT allow your child to attend day care adorned with any jewelry. It is a safety issue. Children tend to lose, break or even choke on jewelry. Also, certain types of hair accessories

pose the same threats and should be thoughtfully worn. If we feel your child is wearing an unsafe adornment it will be placed in an envelope with his/her name on it. Failure to comply will result in suspension and eventual termination.

DAY CARE PERSONNEL IS NOT RESPONSIBLE FOR MISSING PERSONAL PROPERTY

**HOBOKEN DAY CARE 100
124 Grand Street
Hoboken, NJ 07030
(201)792-4666**

Dear Parent (s),

In keeping with New Jersey's childcare licensing requirements, we are obliged to provide you, as the parent of a child enrolled in our center, an informational statement that is included in our Parent's Handbook.

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission; as well as the center's obligation to be licensed and to comply with licensing standards and the obligation to all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Family Development (DFD).

Please read this statement carefully, as well as the handbook, in its entirety. If you have any questions please contact us at (201)792-4666.

Thank you.

Please comply and return this portion of the letter to the center (PLEASE PRINT)

NAME OF
CHILD _____

NAME OF
PARENT(S)_____

I have received and read a copy of the Parent's Handbook which includes an Information to Parents statement prepared by the Bureau of Licensing in the Division of Family Development. I understand that my cooperation and the adherence to the policies outlined in the Parent's Handbook are essential to maintain a high quality level of service at the center.

Signature_____