



# LITTLE TREASURES LEARNING CENTER



## PARENT HANDBOOK

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## **WELCOME**

Welcome to Little Treasures Learning Center! We pride ourselves on our ability to provide a wonderful and loving experience for your child. We are looking forward to working with you to help promote your child's growth and development.

We offer a twelve-month full-day program in which children from 6-weeks through five years of age can Experience new things, explore, develop and have fun in a caring and safe environment. We also offer Kindergarten, First Grade and Summer Camp for children age five to nine. There are opportunities for each child to experience a sense of independence and self-discipline through success-oriented developmentally appropriate activities. We provide an atmosphere where children are respected, staffs are responsible, and parents are always welcome.

We have highly trained and experienced staff with certified lead teachers. Every one of our staff members are professional educators and loving caregivers who are eager to work with you to give your child the love, trust, caring, and guidance they need to become productive individuals in today's society. This handbook will provide you with the information you'll need to help us provide the best childcare possible and to keep operations running smoothly. Please read it carefully!

## **OUR MISSION**

Our mission is to provide our families with the best possible care in a setting that is not only state of the art but also as warm and inviting as our own home.

Little Treasures Learning Center is dedicated to providing each child the experiences necessary to open their minds and expand their abilities. We are also dedicated to our staff, to providing them an environment they can feel comfortable in which has the resources they need to be able to teach and nurture.

## **OUR PHILOSOPHY**

At Little Treasures Learning Center New Jersey our philosophy is to constantly strive to improve ourselves. This means that we will continually improve our facility to maintain the look and feel of a new center.

We strive to offer a setting that is comfortable for the children as well as the teachers and parents. We will continue to train our staff to improve on their knowledge of early education and provide them with the necessary tools to be successful in this field.

We will continue to look for ways to further enrich our curriculum. We will continue to meet the needs of the families we serve and to provide opportunities for busy parents like ourselves to meet in our many family events that are held throughout the year.

## **OUR PROMISE TO YOU**

Our center prides itself on offering the best childcare, preschool, and kindergarten education available. We will provide this level of service in the following ways:

1. Provide your child with a clean, safe and loving environment.
2. Help your child explore the world of social and intellectual development.
3. Treat each child as an individual.
4. Help your child gain self-esteem and confidence.
5. Provide each child with skills and a positive approach to learning that will guide them for life.
6. Provide the best quality education program for your child.
7. Provide your child with developmentally appropriate activities.
8. Keep you informed on the latest philosophies and methods concerning early childhood.
9. Provide guidance to you concerning your child's development.
10. Being sensitive to you and your child's needs.
11. Inform you of any concerns that we may have.
12. Provide you with a daily report on your child.

13. Be available to talk to you and answer all of your questions.
14. Be receptive to your suggestions and ideas.

## **YOUR RESPONSIBILITIES**

Your child's creative growth and development will be significantly enhanced with your cooperation and assistance. By following these simple guidelines you can help your child's development during his or her critical formative years. We suggest you:

1. Read and become familiar with our policies and procedures.
2. Watch regularly for information from your child's teacher or the Director on new or changing policies, upcoming events, and other information directed toward you. Please be sure to empty your child's cubby daily.
3. Pick your child up before closing time (see policy and fees concerning late pick-up).
4. Provide emergency telephone numbers and contacts (see policy regarding our inability to reach emergency contacts).
5. Remove a sick child from the Center as soon as possible after being notified (within an hour).
6. Keep your child home if they are showing signs of illness.
7. Accompany your child to the classroom, remove any outer clothing (coats, boots, etc.) and notify the teacher in person that your child has arrived.
8. Dress your child appropriately and provide sunscreen during the summer months.
9. Provide sturdy comfortable footwear (flip-flops, sandals, or jellies are not appropriate as they can cause injuries).
10. Notify the school if someone other than yourself is picking up your child.
11. Attend at least one parent/teacher conference a year.
12. Sign your child in and out each day.
13. Inform us of any concerns that you may have.
14. Please inform us about any allergies your child might have.
15. Little Treasures has become a NUT FREE school as of October 1, 2011. Please do not bring any food items that contain nut/peanut in ingredient list.
16. Parents of children in the Infant and Nursery classes (6 weeks to 3 years) are responsible for:
  - a. Providing a complete schedule containing feeding times, nap times, etc.
  - b. Providing all food with the exception of morning and afternoon snacks (unless on lunch plan).
  - c. Providing all pre-filled bottles.
  - d. Providing a complete change of clothing (labeled).
  - e. Providing diapers, wipes, powder, ointment, etc.
  - f. Providing a crib sheet and small blanket.\*
  - g. Washing the sheet and blanket and returning them to school each week.\*
17. Parents of all other children (3 to 6 years) are responsible for:
  - a. Providing a complete change of clothing (labeled).
  - b. Providing a small sheet and blanket to be washed and returned weekly by the parent (Kindergarten & Grade children do not need this).
  - c. Providing all food with the exception of morning and afternoon snacks (unless on lunch plan).

\*The Center will provide and wash fitted sheets for infant cribs. Parents in the younger infant classroom are still responsible for providing a blanket which will be sent home each week to have washed and returned

## **PARENT INVOLVEMENT POLICY**

Parents are welcome to visit the Center at any time and to access our interne video monitoring service, which is offered at no charge. We encourage you to become an active member of the Parent's Association and to participate in classroom and center activities. Join us on field trips, parties, or share your talents with us. There is a Parent's Association Information bulletin board located in the main hallway to keep you informed of the upcoming events, health matters, and information that may be useful to you as a parent of a young child. We hope that you take a minute or two to read this bulletin board and if necessary discuss it with your child's teacher or the Director. If you would like copies of anything on this board, we would be happy to make them for you.

In addition to daily reports, your child's progress will be documented twice a year. All parents are invited to review and discuss these progress reports at a scheduled conference. We are sure that you will look forward to these times and make every effort to attend your conference. All questions and concerns will be addressed.

Please feel free to talk to the staff as well as the Director. Open communication is an important aspect of successful teacher, child, and parent relations.

## **EDUCATIONAL PROGRAM OVERVIEW**

We believe that all phases of the day as well as the entire environment provide learning experiences. Our advanced learning programs have been specifically designed toward appropriate activities focused on each child's abilities and needs. When your child leaves us they should be able to easily assimilate into the elementary school phase of their education.

Our Infant program will naturally focus on your child's care and wellbeing during their first 18 months. However, much effort will be given to "infant brain development" as we believe this is a critical learning stage in their life. Teaching young children sign language is one way to enhance their learning experience and gives them communication skills that they otherwise wouldn't develop until they usually are much older. Our staff in the infant program will assist you in learning basic sign language so that you may continue the learning and communicating at home. They are also there to answer any questions or concerns you may have about your new infant and their development. Our low child/staff ratio and primary caregiver approach will allow your child the individual time he/she needs with our caregivers to develop physically, emotionally, and intellectually.

Our Nursery and pre-three programs focus on social and emotional growth, physical development, motor skills, and sensory language activities. This will be accomplished through various indoor and outdoor activities including games, music, stories, and play. We will provide adequate time for quiet play, rest, and group interaction.

Our Pre-Kindergarten program will focus on language development, reading readiness skills, imaginative play, manipulative activities, large muscle activities, math, science, number concepts, music, and creative arts. Our early literacy program based on a whole language learning concept is an integral part of our curriculum. They will become very familiar with letters and words. They will begin writing and maybe even reading. Time will be provided for creative expression, exploring the arts and physical movement. Children completing this program will have a solid foundation in the basic disciplines and an eagerness to learn.

Our Kindergarten program meets all of the academic requirements established by the district Board of Education. We offer this program as a full-day (7:00 a.m. — 6:30 p.m.) service to meet the needs of both the child and working parents.

Our policy on Absenteeism and Tardiness for Kindergarten and 1 Grade Program is as follows:

**Absenteeism:** If your child is absent during the school year, the school office should be informed by 8:30 a.m. Upon returning to school the student is required, to bring a written note to the classroom teacher explaining the nature of the absence.

**Tardiness:** Our program believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students. Class time begins at 9:00 a.m. Kindergarten and 1st grade students who come after 9:00 a.m. must be dropped off in the office. Office personnel will walk the child to the classroom. Tardiness is recorded on classroom attendance and becomes part of the student's permanent record.

Our Summer Camp program will start at the conclusion of the school year in the third week of June and the children will enjoy a fun-filled ten week program. This limited space program is designed to provide our campers with continuous age appropriate childcare services throughout the summer. They will swim, bowl, skate, picnic, play sports and games, create arts and crafts, go to the theater, and much much more.

**SUPERVISION OF CHILDREN POLICY** It is the staff's responsibility to make sure that all the children under their care are supervised at all times. No classroom will be left unsupervised for any reason when children are in the room. Children moving from one room to another will be accompanied by a staff member. Children using the bathrooms will also be supervised.

While outside on the playground, children will have the full attention of the staff. Children on school field trips will be supervised at all times.

## **DISCIPLINE POLICY**

We believe that children who display improper behavior do so for a reason. It is our hope to find that reason and determine the best procedure to handle the situation. In many cases, the reason may be that the child is tired or on the verge of an illness. It may be because he/she wants or is in need of some attention. Whatever the reason may be our staff are trained to give loving and positive redirection. Under no circumstances will any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, frightening treatment, or any other kind of abuse be used or tolerated. In rare cases when a child exhibits extreme improper behavior he/she will be placed in a brief "Time Out"; which will consist of placing the child away from the group (in an area where he can be seen easily by the staff) for no more than 5 minutes (normally 1 minute for each year of age). Older children will be spoken to and asked to reflect on the reason they were put in "Time Out" and given a gentle reminder before returning to the group. Many times inappropriate behavior stems from fatigue or restlessness. Our schedules are designed to allow sufficient time during the day for rest, quiet play, naps, as well as active times and times to use large muscles.

## **RELEASE OF CHILDREN POLICY**

Parents are welcome to visit the Center at any time. All children must be accompanied into the building by an adult and placed under the direct supervision of the Center's staff. Children must also be accompanied by an adult when leaving the Center. No child will be released to an older brother or sister unless there is prior written permission and the older sibling is at least 14 years of age. 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, we must 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 closing, we will ensure that:

1. The child is supervised at all times;
2. The Director attempts to contact the parent(s) or person(s) authorized by the parent(s) and
3. An hour or more after closing time, and provided the other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the Director cannot continue to supervise the child at the Center, the Director will call the Division of Youth and Family Services 24-hour Child Abuse Hotline (800) 792-8610 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is/are 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, the child would be placed at risk of harm if released to such an individual, we will ensure that:

1. The child may not be released to such an impaired individual;
2. The Director attempts to contact the child's parent(s) or alternate person(s) authorized by the parent(s); and
3. If we are unable to make alternative arrangements, the Director will call the Division of Youth and Family Services 24-hour Child Abuse Hotline (800) 792-8610 to seek assistance in caring for the child.

## **DISPENSING OF MEDICATIONS POLICY**

We will dispense medications to children under the following conditions:

1. All medication, including over-the-counter, must be prescribed by a physician.

2. The medication must have the child's name on the prescription.
3. The medication must be in the original container.
4. The container must be equipped with a safety lock childproof cap.
5. Single dose medicine or samples from the physician's office will not be administered.
6. The medication must be taken home daily. We cannot be responsible for the storage of medications.
7. We will keep a record of the time(s) and the dose(s) received during the child's time spent at the Center.
8. All medications will be administered only by a lead teacher or the Office Administrator.

## MANAGEMENT OF DISEASE POLICY

Your child's health is a matter of concern to us. We require all children to have up-to-date immunizations as defined by the Department of Health and Human Services. Our illness policy has been developed for the good of all of the children and staff at the Center. It is our intent to minimize the spread of illness and with your cooperation we will create a safe environment for everyone. Please follow these guidelines:

1. If your child's teacher notifies the Director that he/she is showing signs of illness, the Director will determine if your child needs to go home. If the Director decides your child should go home you will be contacted and asked to remove your child from the Center. You are required to pick up your child within the hour of being notified by the Director. Be sure you have a back-up plan in case you are not available to pick up your child. Children who are waiting to be picked up will be made as comfortable as possible until someone arrives.
2. If your child exhibits any of the following symptoms, or any other symptoms deemed unsafe by the Director he/she should not attend school. If such symptoms occur at school, you will be called to take him/her home.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Severe pain or discomfort</li> <li>• Acute diarrhea</li> <li>• Acute vomiting</li> <li>• Elevated temperature of 101.5°F</li> <li>• Sore throat or severe coughing</li> <li>• Yellow eyes with discharge</li> </ul> | <ul style="list-style-type: none"> <li>• Infected, untreated skin patches</li> <li>• Difficult or rapid breathing</li> <li>• Skin lesions that are weeping or bleeding</li> <li>• Swollen joints</li> <li>• Visibly enlarged lymph nodes</li> <li>• Blood in urine</li> </ul> |
|--|---|

Once the child is symptom free, or has a physician's note stating that he/she no longer poses a health risk to himself/herself or others, he/she may return to school.

3. If your child has been prescribed an antibiotic, they must have been treated for 24 hours before returning to school.
4. If your child was sent home with a fever, he/she must be fever free for 24 hours before returning to school.
5. All children returning to school after an absence from a contagious disease must bring a note from a physician.
6. The Center must be kept aware of any medical problems that your child may have for the safety of your child as well as the safety of the other children in the Center. Please keep us informed of illnesses your child may be exposed to or has contracted.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

If a child contracts any of the below diseases, please report it to us immediately. If your child is exposed to any reportable disease at school, you will be notified in writing. Your child may not return to school without a physician's note stating that he/she presents no risk to himself/herself or others:

<u>Respiratory Illnesses</u>	<u>Gastro-Intestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia Lamblia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

**\*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a).**

## ACCIDENTS AND EMERGENCIES POLICY

In the case of a minor injury the staff will administer first aid and complete an accident form. You will be asked to sign the form and a copy will be kept in your child's file.

In the case of a serious injury or illness, the child's safety will be attended to first. Emergency agencies will be contacted first and then the parent(s). If the parent(s) cannot be reached, the emergency contact(s) for your child will be reached. The Director will stay with your child until you arrive.

Fire drills are held once a month. If for some reason we experience an emergency that requires evacuation of the facility you will be notified as soon as possible. In the event of such an emergency, we will have many families to contact and ask that you do not call the Center and tie up the lines. In the case of a regional or national emergency the Director of the Office of Emergency Management will direct us. If possible, you are welcome to come to the Center to attend to your child. The children's safety will be attended to first and parents will be notified as quickly as possible.

## **EMERGENCY PROCEDURES FOR DISASTERS AND LOCKDOWNS**

The Edison Police Department and Edison Office of Emergency Management has on file all of Little Treasures Learning Center's identifying information, including locations where the Center children would be evacuated.

### **In the event of an Evacuation:**

- The designated event location would be 2163 Oak Tree Road.
- The Director would notify the staff of the emergency.
- The Director would notify the Police Department by calling 9-1-1.
- Each lead teacher would be responsible for bringing their classroom's attendance and parent information book. The parent information book includes all family and emergency telephone numbers, all doctor and allergy information.
- The Director and the Staff will carry cell phones to contact families or designated emergency contacts.
- The Director will bring the emergency medical consent forms, first aid supplies, and medical tags.
- We will walk to the designated evacuation location using the Line Keeper rope or the Director will arrange for transportation if necessary to the designated evacuation location.
- The Staff will count the children before leaving the Center, while walking or being transported to the designated location and while at the new location.

### **In the event of a Lockdown:**

- The Director would notify the staff of the emergency.
- The Director would notify the Police Department by calling 9-1-1.
- The Staff will take the children into an area away from windows and doors.
- Staff will count the children.
- The Director will lock all the doors and the Staff will close all the blinds.
- We will have a 48 hour supply of food and water available.
- The Director will have a battery-powered radio, flashlight, and extra batteries.
- The Staff will have quiet activities such as paper, crayons, and books to keep the children occupied.
- We will remain in this room until the police notify you that it is safe to leave.

## **SAFETY POLICY**

We do not allow glass in the Center to avoid the danger of it breaking anywhere near the children. This includes any glass bottles as well as baby food jars. All food or beverages that are purchased in glass will have to be repacked in plastic containers. We realize that this may create an inconvenience to you, but we are sure you will understand we are watching out for the safety of the children.

We do not allow jewelry or barrettes because small objects present a choking hazard. If your child is in the infant or nursery programs, please do not send them in wearing earrings, rings, bracelets or barrettes. Pierced earrings are only acceptable if your child is wearing "screwbacks" or "huggies". Hoop earrings are not permitted. If a child comes in wearing objects in violation of this policy, they will be removed, put in an envelope and placed in the cubby. We are not responsible for missing jewelry. Thank you for your cooperation in this matter. We are always striving to create a safer environment for the children. With your help we can achieve this goal.

We are a nut free school. Any food brought from home should not contain any nuts, even if it is for your child only. Some examples of nuts are peanuts, cashews, pistachios, walnuts, hazelnuts, almonds. Spreads, such as Peanut butter and Nutella contain nuts and are not allowed in the school. Also many granola bars contain nuts. We have several children with nut allergies, some of which are life threatening.

## **TOYS FROM HOME POLICY**

We do not allow children to bring in toys from home. These toys have been a problem in the past. The children who bring them in usually do not want to share them and this creates an atmosphere, which is contrary to our philosophy. We cannot be responsible for lost or broken toys that are not the Center's property. Your full cooperation will be greatly appreciated.

## **TOILET TRAINING POLICY**

Toilet training is a developmental skill. Each child should be allowed to achieve this skill according to his or her own time table. The time at which toilet training is achieved does not correlate with intelligence or success in other areas of development. Children who are ready to start toilet training exhibit the following signs of readiness:

1. A toddler who stays dry for an hour or two at a time during the day and occasionally wakes up dry from naps is physically ready to begin toilet training.
2. Bowel movements come at fairly predictable times each day.
3. Increased awareness of body functions - The child lets you know in some way i.e. by grunting, assuming that certain "look", going off to a quiet corner, or possibly even announcing the event, that he or she is having a bowel movement.
4. An understanding of key concepts such as clean and dirty, wet and dry.
5. An interest in being clean and dry.
6. Familiarity with toilet terminology.
7. The ability to communicate needs and to understand and follow simple directions.
8. An interest in wearing underwear instead of diapers.
9. The ability to pull down pants or to lift up a skirt.
10. Curiosity about the bathroom habits of others.

We will accentuate the positives of toilet training and growing up. We will praise the child when success in toileting is achieved. Children will never be scolded, punished, or blamed for accidents. We treat toilet training as another developmental skill and understand it will be developed at the appropriate time. Success in toilet training is better achieved when both the parents and the staff work together as a team. When your child exhibits the signs listed above approach your child's teacher and discuss how we can help your child reach this goal.

You are instrumental to the toilet training process. Please work with your child's teacher so that we take a team approach to help your child through this learning process. Your child can use "Pull-Ups" if they have Velcro sides, or your child can wear underwear since we encourage both approaches to toilet training.

A child must be completely toilet trained in order to move up to our Pre-K program. Our center can accommodate children who are ready for a Pre-K curriculum, but are not fully toilet trained and we will continue to work with your child until they achieve this skill. Generally children over the age of three are expected to be toilet trained and the staff will not assist Pre-K age children unless necessary.

## **BIRTHDAYS AND SPECIAL DAYS**

Your child's birthday is an important milestone in his/her life. We will recognize this special event. If you would like to help by providing a special snack, please do so. However, due to allergies, all food must be purchased and include an ingredients label that does not contain Nuts. We ask that you make arrangements with your child's teacher in advance.

For other special days, there will be a sign-up sheet posted where you can sign up to donate party goods. Your contributions to these parties are completely voluntary. Your child will be allowed to participate whether you bring in items or not.

Field trips are always exciting, fun, and educational. Field trips are for Pre-K and older and are limited to three trips per school year. Field trips that we plan will require your permission. You will be notified in advance of all field



trips and any fee that may be necessary. You will also be asked to sign a permission slip. Parents are always welcome on field trips.

## **EXPULSION POLICY**

Unfortunately, there are some reasons we have to expel a child from our program on a permanent basis. We want you to know that we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. We would advise the parents verbally, and in some cases, in writing about the behavior warranting an expulsion, and in most cases, the expected changes required in order to remain enrolled at the Center. If the behavior is continued we will try to allow the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on the risk to other children's welfare or safety). Failure of the child or parent to satisfy the terms of the plan may result in permanent expulsion from the Center. Children will be asked to leave the Center for the following reasons:

1. Non-payment of fees.
2. Chronic lateness when picking up.
3. Failure to complete required forms, including the child's immunization records.
4. Parent threatens physical or intimidating actions toward staff members, or exhibits verbal abuse to the staff in front of enrolled children. This can be considered an immediate cause for expulsion.
5. Extreme inappropriate behavior displayed by the child which cause injury to self or others or create an environment where learning is disrupted including but not limited to uncontrollable tantrums/ angry outbursts, ongoing physical or verbal abuse to staff or other children, and excessive biting. This can be considered an immediate cause for expulsion.
6. Failure of the child to adjust after a reasonable amount of time.

## **FEES POLICY**

Adjustments or pro-rated tuitions are not applicable for illness, vacations, and closings due to holidays, inclement weather or emergencies. All fees, once paid are non-refundable. Once you have paid your child's tuition for the month, you are committed for the entire month. There is no exception to this policy. A 30-day notice must be given on any change in your child's schedule by completing our "Enrollment Change Form" and or our "Withdraw Form" and will become effective as of the 1<sup>st</sup> day of the next month.

Any child registered who does not start at the Center on the agreed upon date will forfeit all deposits and fees paid unless previously agreed to with the Director.

A non-refundable annual registration fee and a one-time only security deposit are due at the time of enrollment to guarantee space for your child. The security deposit will be held in a non-interest bearing account and will be applied to delinquent tuition payments if necessary. If in the event this security deposit is used for the above stated purpose it must be replaced before your child can return to school.

The security deposit will be applied to the last month's tuition as a credit when your child leaves the Center. If we receive your "Withdraw Form" before the 20<sup>th</sup> of the month. Security deposits will not be credited unless the Director is notified in writing by the 1<sup>st</sup> of the month, at least one month prior to terminating services.

Any extended leave of absence from the Center is the responsibility of the parent. If you would like your child to remain enrolled in the Center you must maintain continuous tuition payments to maintain your account in good standing.

Monthly tuition payments are due on the 25<sup>th</sup> of the month prior to the month for which services will be provided. If the 25<sup>th</sup> of the month falls on a weekend or a holiday, payments will be withdrawn the next business day after the 25<sup>th</sup>. The Electronic Funds Transfer (EFT) program is mandatory and makes payments easy, simple, and worry free. There is a \$25 fee charged for any Non-Sufficient Funds (NSF) and the payment must then be made in cash or certified check.

If you terminate services and have an outstanding balance due on your account, you will be held responsible for paying your bill. If it is necessary that we must seek legal action against you in order to obtain payments due, you will be responsible for all of our collection and legal costs including attorney and court fees.

A late pick up fee will be imposed for children picked up after the Center closing time. This charge will be assessed at a rate of \$10 for each 15 minute period, or portion thereof beyond the scheduled pick up time. This fee will be charged even if you have notified us that you will be late. You will be billed electronically at the end of the month. Try to make alternate arrangements if you cannot be at the Center in time to pick up your child. This will save you a late fee and ensure our staff a timely departure. Chronic lateness is not acceptable, regardless of fees and could result in termination of services and forfeiture of your Security Deposit.

In the event your child has not been picked up by 7:30 p.m. and we have not been in contact with you or the emergency contact, we will by law call DYFS. See Policy on the Release of Children.

## **HOLIDAY CLOSINGS**

Our Center tries to maintain a holiday schedule that fits the majority of working parents' schedules. Therefore we never close for weeks at a time. We do close for the following 10 holidays below:

New Year's Day\*  
Good Friday  
Memorial Day  
Independence Day\*

Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day

Christmas Eve\*  
Christmas Day\*  
New Year's Eve\*

\*If the holiday falls on a Saturday it will be celebrated on the previous Friday. If it falls on a Sunday, it will be celebrated on the following Monday. See school website for school closing dates at [www.LTLC.net](http://www.LTLC.net).

## **INCLEMENT WEATHER/EMERGENCY CLOSING**

It is our policy to provide you with the services that you need. Therefore, we will make every effort to be open for you. In the event of inclement weather/emergencies we will evaluate the situation taking into consideration the current and forecasted weather/emergencies. Our first concern is the safety of our staff and their ability to get to and home from the Center. If it is necessary to have a delayed opening or close the Center due to inclement weather/emergency, we will notify you through a broadcast message. Also you can check on the Center's voice mail which will have the same message as the broadcast message. Please recognize that any change in our normal schedule is never an easy decision to make and is not done lightly. Your cooperation and understanding in this matter is greatly appreciated.

## **INFORMATION TO PARENTS DOCUMENT**

The Center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Bureau of Licensing and indicating that the Center is required to:

Be licensed by the Bureau of Licensing, Division of Youth and Family Services;

1. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
2. Post its license in a prominent location within the Center;
3. Retain a current copy of the manual and make it available for parents' review;
4. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
5. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the Center, as well as any letters of enforcement or other actions taken against the Center during the Center's current licensing period;
6. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use;
7. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children;
8. Afford parents the opportunity and time to review and discuss with the Director any questions or concerns about the policies and procedures of the Center or whether the Center is in compliance with all applicable provisions of the manual;
9. Advise parents that if they believe or suspect that the Center is violating any requirement of the manual, they may report such alleged violations to the Director or to the Bureau;
10. Afford parents of enrolled children an opportunity to participate in the Center's operation and activities and to assist the Center in complying with licensing requirements;

11. Afford parents of enrolled children the opportunity to visit the Center at any time during the Center's hours of operation to observe its operation and program activities without having to secure prior approval;
12. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the Center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
13. Post a copy of the Center's written statement of policy on the disciplining of children by staff members in a prominent location within, the Center and make a copy of it available to parents upon request;
14. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
15. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Division;
16. Inform parents of the Center's policy on the release of children;
17. Inform parents of the Center's policy on administering medication and health care procedures;
18. Provide parents with a copy of the Center's policy on management of communicable diseases;
19. Provide parents with a copy of the Center's policy on the expulsion of children from enrollment; and
20. Inform parents that the Center is required 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.), and indicate that 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 or (800) 514-0383 (TTY).

The Center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The Center shall secure and maintain on file a record of each parents and staff member's signature attesting to receipt of the document
2. The Center shall maintain on file a copy of the Information to Parents document.