



UNION CITY DAY CARE PROGRAM, INC. PARENT HANDBOOK

Katia Stack, M.Ed., Executive Director

UNION CITY DAY CARE PROGRAM, INC.

www.unioncitydaycare.org

Union City Day Care

219-47th Street

Union City, NJ 07087

(201) 348-2754

Fax (201) 348-5774

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Union City Early Childhood Learning Center

510-35th Street

Union City, NJ 07087

(201) 558-0117

Fax (201) 558-0123

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Le Petit Jardin (PLP)

2500 Kennedy Boulevard

Union City, NJ 07087

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MESSAGE TO PARENTS/GUARDIANS

Dear Parents or Guardians,

Please read the Union City Day Care Program's Parent Handbook carefully. This manual contains policies and rules that must be followed in order for us to maintain a quality level of care and education for your child as well as to provide for the health and safety of your children. Furthermore, these policies adhere to the Center's contractual obligation with the New Jersey Department of Human Services/Division of Family Development (DHS/DFD), the Bureau of Licensing and the Union City Board of Education.

We will hold you responsible for following these policies and seek your full cooperation at all times. If you foresee any problems following these, have any questions or wish clarification of these rules, please contact us at your earliest convenience.

We wish to take this opportunity to thank you for your expected attention and cooperation, and welcome you to the Union City Day Care Program.

Sincerely,

Katia Stack, M.Ed.
Executive Director

Rev/2020

ORGANIZATION MEMBERS

ADMINISTRATION

Katia Stack	Executive Director
German Diaz	Deputy Director
Calixto Hernandez.....	Chief Financial Officer
Zandra Benitez	Center Coordinator
Giseli Perez	UCECLC Site Director
Pamela Sotomayor.....	PLP Site Coordinator

BOARD OF TRUSTEES

Margaret Casper	President
Margarita Gutierrez.....	Vice President
Juana Vanderhorst.....	Treasurer
Ezaly Guerrero	Secretary
Edwin Duran	Member
Genaro Escobar	Member
Jorge Moreta	Member
Jennifer Moquete.....	Member
Carlos Vallejo	Member

ABOUT THE PROGRAM



The Union City Day Care Program is a private, non-profit child care and early childhood program. It is comprised of three centers; the Union City Day Care located at 219-47th Street, the Union City Early Childhood Learning Center located at 510-35th Street, and Le Petit Jardin located in the Union City High School building. All centers are fully licensed by the Bureau of Licensing of the New Jersey Department of Children and Families.

The Union City Day Care Program was created in 1982, designed to provide day care services for families who would otherwise have little or no means of paying for a top quality day care and learning center. In 1983, the Union City Day Care Center (UCDC) opened its doors to eligible Union City residents working full time or attending an accredited educational institution on a full time basis as a matriculated student, where they could receive year round subsidized child care services through the Urban League of Hudson County. In the fall of 1999, the Union City Day Care expanded its location and began offering free early childhood education for three and four year old children under the Abbott Program. Free kindergarten education for eligible students was provided through an initiative grant.

In 1999, the Union City Day Care Program also began another refurbishing and remodeling project in midtown Union City for the opening of the Union City Early Childhood Learning Center (UCECLC) in the fall of 2000. This center offers free preschool and pre-kindergarten services to Union City residents.

Le Petit Jardin was formed in 2004. This center presently is housed in the Union City High School Building and provides quality child care services during school hours to teen parents who are enrolled in the Parent Linking Program; a fully developed curricula to address the developmental needs of the infant/toddler child(ren) born to these adolescents. In exchange for free child care, participants are required to attend weekly group sessions in addition to the normal academic curriculum required for graduation.

Our child care program helps develop the physical, cognitive and psychosocial needs of our infants and toddlers in a warm, healthy and developmentally stimulating environment. In our preschool, pre-kindergarten and kindergarten programs, we provide students with oral language development and early literacy skills in an integrated holistic and thematic approach to learning. Our teachers guide your child through an enriching year of exploring, gaining independence, accepting responsibilities, and developing self-confidence. Our early education learners experience a challenging curriculum within a loving and nurturing environment filled with fun and excitement, creating the best foundation for their overall academic success. Placement in our child care programs is based on eligibility criteria, as stipulated by the Department of Human Services Division of Family Development, which includes registration date, number place on the waiting list and the slot eligibility of an age appropriate component opening.

Placement in our free preschool, pre-kindergarten and kindergarten programs are open to all Union City residents and is coordinated with the Union City Board of Education. The Union City Day Care Program does not discriminate against race, religion, or socioeconomic status.



MISSION/VISION STATEMENT

The Union City Day Care Program's Mission is to provide a safe healthy, nurturing, and stimulating learning environment to all children in attendance. Our Program embraces cultural diversity and fosters a love of learning in all children so that they can become self-directed learners and productive community members.

Our vision is to promote the development and individuality of each child by providing a variety of activities geared to the age and developmental level of the child and by implementing strategies and techniques supported by developmentally appropriate practices in their curriculum.

These activities encourage development of skill in the following areas:

1. Gross Motor
2. Fine Motor
3. Self Help
4. Social/Emotional
5. Language
6. Cognitive



NONDISCRIMINATION AND INCLUSION POLICY

Admissions to the Union City Day Care Program shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

To the greatest extent possible, any child with a disability will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.



PROGRAM PURPOSE AND PHILOSOPHY

Purpose of the Program

The program provides full time, year round child care services along with infant learning and early childhood education to the children of Union City families who meet the center's criteria.

Philosophy of the Program

T. Berry Brazelton and Abraham Maslow believed that children need their basic needs met, which include safety, belonging and esteem. The Union City Day Care Program is designed to provide age-appropriate high quality care for all enrolled children. The Primary focus of the program is providing nurturing care and developmental stimulation for children in a safe and warm environment. It is supplemented by good nutrition, health and family support services.

The program's philosophy, as it applies to the methods advocated for the adult/child interaction, is based upon a confluent model encompassing theories of Jean Piaget and Lev Vygotsky (cognitive development) and Erik Erickson and Stanley Greenspan (social/emotional) development.

The Program's goal encourages the development of the whole child – socially, emotionally, physically and intellectually - by providing a wide variety of rich, first-hand experiences. The objectives used to reach the program's primary goals include encouraging the child to learn through play and participating in scheduled hands-on activities.

Children are encouraged to be creative and discover their surroundings. They receive support in their efforts to explore and wonder in order to create enthusiasm for future learning.

The Program provides this kind of early stimulation by fostering knowledge about the world thus adding to the child's sense of security and confidence, and giving more extensive networks of associations that children can bring to the abstract symbols in which schooling later relies on.

With regard to emotional development, the program provides opportunities for each child to develop feeling that:

----I am a separate and unique individual.

----I know I have value and worth because my teachers enjoy, understand and respect my person.

----I can be different and it's okay.

----I am cherished even when my behavior had to be limited.



INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52-3.6), 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 these 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 this 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 OOL/Information to Parents/May 2019 Page 2 of 2 investigation, you

are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time. Feel free to do so when you can and call us to schedule your visit. 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/.



CURRICULUM

INFANT AND TODDLERS

The Union City Day Care utilizes the Creative Curriculum to teach our infant and toddler students. The curriculum focuses on all areas of development:

- ❖ **Social-Emotional Development:** To learn about self and others - trusts known, caring adults, regulating own behavior, play with other children, learn to be a member of a group, and use personal care skills.
- ❖ **Physical Development:** To learn about moving - demonstrate basic gross motor skills, demonstrate basic fine motor skills.
- ❖ **Cognitive Development:** To learn about the world - sustain attention, understand how objects can be used, show a beginning understanding of cause and effect, show a beginning understanding that things can be grouped, use problem solving strategies, and engage in pretend play.
- ❖ **Language Development:** To learn about communicating - develop receptive language, develop expressive language, participate in conversations, understand and use words, enjoy books and being read to, show an awareness of pictures and print, experiment with drawing and writing.

PRESCHOOL, PRE-KINDER AND KINDERGARTEN STUDENTS

We follow the Board of Education curriculum embedded in the New Jersey Preschool teaching and learning expectations: Standards of Quality to teach our early childhood education students.

The Expectations, like the curriculum themes, have been designed so that children experience social, emotional, physical and cognitive growth through a variety of play-based activities. It is a helpful guide for parents as well as teachers, because it provides a basis that supports a child's growth.

The following sections list and briefly describe the areas of development expected in quality preschool programs, as set forth by the Union City Board of Education and the New Jersey Department of Education:

- **Social and Emotional Development Expectations**
 - children will develop self-confidence and self-esteem (feeling good about themselves, their families)
 - children will develop relationships with friends through play (cooperation, turn-taking, problem solving)
 - children will demonstrate affection and appropriate physical contact (sharing feelings, good touches, bad touches)

- children will demonstrate positive behavior (talk about conflicts, choose other activities, talk about feelings)
 - children will develop resilience to stressful situations (singing songs, reading stories, and engaging in play activities that relieve stress)
 - children will develop a beginning interest in self-help skills (dressing, feeding, and cleaning up after themselves)
 - children will be able express their feelings (talking or drawing about what they feel and think)
 - children will develop age appropriate social skills (cooperation, taking turns, negotiating, exploring)
- **Creative Arts Expectations**
- children will develop an appreciation for music and visual self-expression (listening to music, dancing, drawing, painting)
 - children will be able to express themselves through pretend play (dress-up play, puppets, storytelling)
 - children will explore and use art materials (paper, glue, scissors, paint, buttons)
- **Health, Safety, Physical Education Expectations**
- children will develop hygiene and nutritional skills (eating healthy foods, practice hand-washing and toileting skills)
 - children will develop the ability to make decisions and choices during play (cooperation, helping others, sharing),
 - children will identify potentially harmful objects, substances, and activities (understanding symbols, fire drills, 911)
 - children will develop coordination, balance, and strength through gross motor/large muscle activities (jumping, hopping, skipping throwing, catching)
 - children will develop coordination in fine motor/hand movement (cutting, lacing, completing puzzles, block play)
- **Language Arts Literacy Expectations**
- children will take part in active listening activities (following directions, listening, retelling stories and rhymes, answering questions)
 - children will take part in activities that provide opportunities to speak (asking questions, talking to others during play, retelling stories and events)
 - children will take part in activities that promote emergent reading skills (pretend reading, talk about stories, letters, name)
 - children will take part in activities that promote emergent writing skills (drawing, scribbling, using pencils, crayons, paper, markers, computers)
 - children will have the chance to use other non-book materials (listening to recorded stories, computer programs, look for street signs)
- **Mathematics Expectations**

- children will experience problem solving through hands-on activities (matching and fitting items together, predict outcomes)
 - children will talk about math using various materials (how something was built or arranged)
 - children will relate math ideas to real-life situations (setting the table, counting fingers, play grocery store)
 - children will explore numbers (counting objects)
 - children will develop knowledge of space sense and geometric shapes (down, up, behind, matching and sorting items by shapes or colors)
 - children will develop measurement concepts (hot/cold, long/short, heavy/light, simple estimation)
- **Science Expectations**
- children will discover their five senses (learn about their ability to see, hear, touch, taste and smell)
 - children will make simple predications of experiments(give clues and make predictions, make observations)
 - children will explore living things (learn about living and non-living things)
 - children will experiment with solids and liquids (learn from activities with solids and liquids)
 - children will explore magnets (learn about magnets)
 - children will investigate the earth’s properties (learn about the weather and changes of the seasons)
 - children will explore the solar systems and planets (learn about the moon, sun, and stars: difference between day and night)
 - children will participate and understand the proper care of the environment (learn about recycling, caring for equipment and belongings)
- **Social Studies Expectations**
- all children will develop self-awareness and interpersonal relationship skills (develop and enhance positive social skills, self- esteem, respect and responsibility)
 - all children will develop awareness of family and family traditions (learn about family members and their responsibilities; learn about traditions)
 - all children will develop community and career awareness (learn about community workers)
 - all children develop an awareness of money and it’s uses
 - all children will explore their own and other cultures (learn about different cultures)
 - all children will develop an understanding of recycling, pollution, and conserving products in the environment (learn about recycling and reusing products)
- **World Languages Expectations**
- all children will experience at least one language other than English (listen to stories, songs, poems, and rhymes in other languages)
 - all children will participate in simple activities in other language (learn simple greetings in another language)

- all children will participate in cultural activities and celebrations (participate in seasonal activities and celebrations)



COMMUNICATION

Proper communication between our parents and the teachers and staff of the Union City Day Care Program is extremely important. Teachers will be sending home information (i.e., notes, newsletters, etc.) on a regular basis. Infant and toddler parents will receive daily reports. Each child is provided with a cubby.

Please check these daily for notes, newsletters and daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted!

Remember to communicate, in writing, any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names on the Pick-up List of authorized adults allowed to pick-up your child.

Concerns about any aspect of our program, or your child's care, may be expressed to the center's director.



POSITIVE DISCIPLINE

Our Center's written policy on the Discipline is distributed to each staff member. Our Center maintains on file each staff member's signature attesting to receipt of this policy.

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.



CHILD ABUSE AND NEGLECT REPORTING

Pursuant to N.J. Stat. Ann. §§ 9:6-8.9, 9:6-8.10, 9:6-8.13, 9:6-8.14, 2C:43-3.1.a (2)(a), Staff members are required by law to report any suspected child abuse or neglect.



EMERGENCY TELEPHONE NUMBERS / PICK-UP LIST INFORMATION

One of the most important things we ask parents/guardians to do upon placement of their child at the Union City Day Care Program is to fill out a pick-up list. The pick-up list is the document that releases your child(ren) to a person other than yourself. Therefore the list must be accurate at all times. Persons listed on the pick-up list must be accessible during school hours, and the telephone numbers provided are where the person(s) can be reached.

Minors under the age of 18 will not be permitted to pick up a child pursuant to center policy.



FEES

1. Subsidies for eligible children in child care are based on gross family income and size, (parent(s) and children only). If your income status changes you must report it to us within 5 to 10 working days.

A change of income is defined as:

- Change of job
- Change of salary increase/decrease
- Loss of job

If you have completed school training time frame you must also report this to us.

2. A one-time enrollment fee is required at time of placement. There is also an annual registration fee.
3. Fees are due and payable by 6:30 p.m. each Monday, in advance, for the current week of service via check or money order, credit card, Tuition Express as per your financial agreements with DCF and the UCDCP. There is a late fee per week added for each week that tuition payment is late. **Returns for insufficient funds will be assessed a bank charge fee and future payments will be accepted by money order only.**
4. Delinquent fees owed the Center and Payment Agreements that are in default will be referred to a collection agency and/or subject to legal proceedings. All attorney fees incurred by the Center for delinquent fees owed will be added to the account total and are the responsibility of the parent(s)/sponsor(s).
5. A record of payment, nonpayment, and any late payment will be maintained for each individual family. Children may not attend the day care unless FULL tuition payment and ALL late fees have been paid-to-date. Partial payment is not accepted. Child care slots will be lost after two weeks of non-payment. Late fees will still accrue until the account is paid in full.
6. Fees are also assessed for tardiness at the end of the day for every minute. These are paid separately from your day care fee and payable only by money order.
7. **Habitual late payments is cause for withdrawal from the program.**
8. Parents must give the Parent Service Coordinator a two-week notice when they are terminating a child from the day care. Failure to do so will result in the forfeit of any fees paid in advance.

**** Rates and Fees change periodically. For a complete list of program service costs, please request a Tuition Rate Sheet from the Center Coordinator or at the reception desk. ****



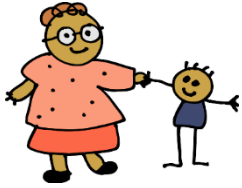
ATTENDANCE POLICY

In order for us to maintain our funding from the State your child must attend school regularly. The only excusable reasons for a child's absence is:

- **ILLNESS**
- **DOCTOR OR DENTIST APPOINTMENT**

Bad weather is not an excusable reason for keeping a child home, nor is the fact that a parent might not be working on a particular day.

- Non-attendance either directly before and after a Center holiday is NOT a reason for absence unless scheduled on the Center's holiday calendar.
- You must call the Center before 9:00 A.M. to report an absence due to illness.
- If a child is inexcusably absent for more than five days per month for two (2) consecutive months, the child may be withdrawn from the program.
- Any child who is absent for three (3) or more days requires a doctor's note before returning to school.
- For absences of 1-2 days you must present a personal note explaining why your child was absent.
- If there is a consistent pattern of absenteeism without an excusable reason your child may be withdrawn from the program.
- You must notify the Center in advance for any doctor/dentist appointment.



DROP-OFF AND PICK-UP POLICIES

Parents are expected to accompany their child into the center to their classroom. When walking through the hallways to your child's classroom, please hold your child's hand. Running is not permitted in the hallways for safety reasons.

The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the classroom. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the child's pick-up list will be allowed to leave with a child. The front desk is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of the Union City Day Care Program reserves the right to deny a person's request to pick-up a child.

Your child's classroom teacher may be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment.

Parents are expected to assume full responsibility of their child once they enter the classroom. For your child's safety please do not allow your child to touch the exit door handles or open the doors. We work very hard at teaching the children not to touch the exit doors. Your child has waited all day to see you and is excited when you walk in the door. At pick-up, please put away your cell phone and give your full attention to your child.



CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be provided to the center for enforcement.



HOLIDAYS

The Union City Day Care will be closed for most federal holidays. They may include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected.

The holiday schedule is posted on the school bulletins and will be provided to parents at the beginning of each school year.



ARRIVAL AND DISMISSAL TIMES

Infants and Toddlers (Waddlers and Catch-all classrooms included):

- Arrival time: 7:00 a.m. to 9:00 a.m.
- All students must be in class by: 9:00 a.m.

Breakfast is served until 8:45 a.m. Children arriving after 8:45 a.m. must have breakfast at home.

Parents bringing students to school past 9:00 a.m. must obtain a late pass from the reception area in order to be admitted into the classroom.

- Dismissal time: 3:00 p.m. to 6:30 p.m.

Pre-School, Pre-Kindergarten, and Kindergarten Students:

- Before Care arrival time: 7:00 a.m.
- No Before Care arrival time: 8:00 a.m.
- All students must be in class by: 8:00 a.m.
- Tardy children will be permitted in class no later than: 8:15 a.m.

Parents bringing students to school past 8:00 a.m. must obtain a late pass from the reception area in order to be admitted into the classroom.

- Dismissal time (no After Care): 3:00 p.m.
- After Care dismissal time: 3:00 p.m. – 6:15 p.m.
- Tardy parents may pick up their children no later than: 6:30 p.m.

Breakfast is served until 8:15 a.m. Children arriving after 8:15 a.m. must have breakfast at home.

Be advised that the Division of Children and Families (DCF) may call on parents who consistently pick-up their children past 6:30 p.m. Please be responsible and be on time!



A.M. ATTENDANCE / TARDINESS POLICY

Parents bringing students to school late must obtain a late pass from the reception area in order to be admitted into the classroom.

- If a child is late the **FIRST** time without telephoning, you will receive a verbal warning from the staff person signing the child in and it will be recorded.
- If a child is late the **SECOND** time, without telephoning, you will receive a written warning and it will be documented.
- If a child is late the **THIRD** time, without telephoning, you will be subject to a parent conference and in-school suspension.

There will be no exceptions to this policy. Please call the Center as soon as possible if you are going to be late. The telephone numbers are:

Union City Day Care **(201)348-2754** or **(201)348-2750**

Union City Early Childhood Learning Center **(201)558-0117** or **(201)558-0118**

In order not to abuse the policy of telephoning lateness, you will be allowed no more than 2 telephone calls for lateness **per month**. This will be carefully monitored.

If you foresee that you will have difficulty adhering to this policy, please see us as soon as possible. If you do not contact us, we will assume that you are able to adhere to this policy. While a majority of parents are most cooperative, it has been necessary to write this policy. These rules will be strictly enforced to promote the on-going operation of the Union City Day Care Program.

We look forward to your cooperation.



P.M. LATENESS POLICY

Children should be picked up at their scheduled departure time, time is a concept that is difficult for your children to fully understand and ten or fifteen minutes at the end of the day can be stressful for a young child who is waiting for their parents.

The Center closes at 6:30 PM and all staff are off-duty at that time. All children must be taken from the Center by one of the persons designated on their pick-up list or, at the very latest, at 6:30 P.M.



Lateness at the end of the day puts undue stress on the children and undue hardship on the staff and will not be tolerated.

Whenever circumstances occur that would necessitate your arrival at the Center after your regularly scheduled pick-up time, please make arrangements for some other authorized person (18 years or older) to come for your child.

Excessive lateness and/or abuse of this policy may be cause for withdrawal of the child from the Center.

Fees are also assessed for tardiness at the end of the day at the rate of \$2.00 for every minute. These are paid separately from your day care fee and payable only by money order.

Be advised that the Division of Children and Families (DCF) may call on parents who consistently pick-up their children past 6:30 p.m.

POLICY ON THE RELEASE OF CHILDREN (N.J.A.C. 3A:52-6.5)



- A. 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.
- B. 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.
- C. 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:
1. The child is supervised at all times;
 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
 3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the 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.
- D. 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:
1. The child may not be released to such an impaired individual;
 2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 3. 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.



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
- Failure to report an address (out-of-district) or telephone(s) change(s).
- Unavailability of person(s) on emergency list (phone contact)/failure to update pick-up list
- Disregard for and non-compliance of Center's rules/policies

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Parent(s) not working or attending school full time (child care program)
- Failure to respond to re-determination request (child care program)
- 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.
- Failure to swipe subsidy ECC card resulting in loss of payment*
- Failure to bring doctor's note for absences of 3 or more days
- Failure to call center when child is sick
- Poor attendance / Habitually absences directly before and after Center Holiday

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.

There will be an additional charge assessed for failure to swipe ECC card on days your child attended school. You will be charged your co-pay plus the subsidy payment lost.



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

<ul style="list-style-type: none"> • Try to redirect child from negative behavior. 	<ul style="list-style-type: none"> • Document the child’s disruptive behavior and maintain confidentiality.
<ul style="list-style-type: none"> • Reassess classroom environment, appropriateness of activities, supervision. 	<ul style="list-style-type: none"> • Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
<ul style="list-style-type: none"> • Always use positive methods and language while disciplining children. 	<ul style="list-style-type: none"> • Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
<ul style="list-style-type: none"> • Praise appropriate behaviors. 	<ul style="list-style-type: none"> • Give the parent literature of other resources regarding methods of improving behavior.
<ul style="list-style-type: none"> • Consistently apply consequences for rules. 	<ul style="list-style-type: none"> • Recommend an evaluation by professional consultation on premises.
<ul style="list-style-type: none"> • Give the child verbal warnings. 	<ul style="list-style-type: none"> • Recommend an evaluation by local school district study team
<ul style="list-style-type: none"> • Give the child time to regain control. 	

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.



IMMUNIZATIONS AND PHYSICALS

In the State of New Jersey, law requires that children need to receive the minimum number of age-appropriate vaccines prior to entering a child care or preschool program. A Universal Health Record form is required to be completed by the child's health care provider prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination.

Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be provided to the school nurse.

**New Jersey also accepts valid medical and religious exemptions (reasons for not showing proof of immunizations) as per the New Jersey Immunization of Pupils in School Regulations, (N.J.A.C. 8:57-4).

Children without proof of immunity, including those with medical and religious exemptions, may be excluded from a school, preschool, or child care facility during a vaccine preventable disease outbreak or threatened outbreak by the Department of Health.

In addition, the Day Care Director, on account of the prevalence of any communicable disease, or to prevent the spread of communicable disease, may prohibit the attendance of any teacher or student and specify the time during which the teacher or student shall remain away from the school. The Department of Health shall provide guidance to the school of the appropriateness of any such prohibition.



SEASONAL FLU VACCINE

Pursuant to New Jersey State Law (N.J.A.C. 8:57-4.19), the current seasonal influenza vaccine is required every year for those children 6 months through 59 months of age (4yrs, 11 mos.). Students who have not received the flu vaccine by December 31 must be excluded (not allowed to attend child care/preschool) for the duration of influenza season (through March 31), until they receive at least one dose of the influenza vaccine or until they turn 60 months of age (5 years old).

Children enrolling in child care/preschool after December 31, must provide documentation of receiving the current seasonal flu vaccine before being allowed to enter school.

Students enrolling in school after March 31 are not required to receive the flu vaccine; however, flu season may extend until May and therefore getting a flu vaccine even late in the season is still protective.



POLICY ON THE MANAGEMENT/SYMPTOMS OF ILLNESSES/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:

1. Severe pain or discomfort
2. Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
3. Two or more episodes of acute vomiting within a period of 24 hours.
4. Elevated oral temperature of 100.4 degrees Fahrenheit or over in conjunction with behavior changes (*per Center for Disease Control during COVID pandemic*).
5. Lethargy that is more than expected tiredness
6. Yellow eyes or jaundiced skin
7. Red eyes with discharge
8. Infected, untreated skin patches
9. Difficult rapid breathing or severe coughing
10. Skin rashes in conjunction with fever or behavior changes
11. Weeping or bleeding skin lesions that have not been treated by a health care provider
12. Mouth sores with drooling
13. 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 State Department of Health or Centers for Disease Control (CDC) due to COVID related guidance and regulations.**

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.



POLICY ON THE DISPENSING OF MEDICATION

PURPOSE: This policy was written to encourage communication between the parent, the child's health care and child care providers to assure maximum safety in the giving of medication to the child who requires medication during the time the child is in school.

INTENT: Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care professional. This is particularly true when medication is necessary to the child's participation in school. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

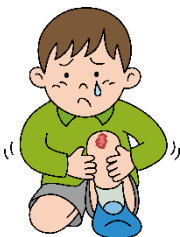
GUIDING PRINCIPLES and PROCEDURES:

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to school, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

1. The first dose of any medication should always be given at home and with sufficient time before the child returns to school to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to school. This is for the protection of the child who is ill as well as the other children in the center.
2. All prescribed medication as well as over-the-counter (OTC) medications will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian who must sign a "Medication Consent Form". A "Permission to Medicate Form" that lists specific reasons and times when such medication can be given must be completed by the child's health care provider prior to any medication being administered. Forms may be obtained from the school nurse or at the front desk.
3. Medications given in the Center will be administered by the school nurse or other staff member designated by the Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
4. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - ✓ Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in school.
5. All medications will be stored:
 - ✓ Inaccessible to children

- ✓ Under proper temperature control; i.e., in the refrigerator for medications requiring preservation.
6. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
 7. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.
 8. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Forms used in the enforcement of this policy include:
 - ✓ *Permission to Medicate Form* ✓ *Universal Child Health Record*
 - ✓ *Emergency Contact Sheet* ✓ *Medication Administration Log*
 - ✓ *Medication Consent Form* ✓ *Authorization to Treat a Minor in Attendance at Day Care*
 - ✓ *Student Health Update Form* ✓ *Asthma Treatment Plan, if needed*
 9. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian. Confidentiality related to medications and their administration will be safeguarded by the staff.
 10. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
 11. Parent/guardian will authorize the school nurse or Director's designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the school nurse or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

INJURIES AND ACCIDENTS



Every consideration will be taken to ensure the safety of your child while in our care at the Union City Day Care Program. Should an injury occur, the injured child will be brought to the nurse's office for medical assessment and care.

For minor injuries, trained classroom staff will administer First Aid. An Accident/Injury Report would be completed by the caregiver and signed by the School Nurse, Director, or other appropriate staff member. A parent or guardian will be notified regarding any injury,

and is required to sign the Accident/Injury report when picking up the child. A copy of the report will be provided to parent or guardian.

In the event of a major medical emergency or accident, the School Nurse, Director, or other staff will call 911 first. The child will be transported to the nearest hospital accompanied by a staff member. The parent/guardian will be called immediately after calling 911 to inform them of child's injury and where child will be transported for medical care.

The "Authorization to Treat a Minor in Attendance at Day Care Form" signed by the parent must accompany child to the hospital.

Union City Day Care has personnel trained and certified in the administration of First Aid and CPR/AED.



SPECIAL NEEDS

The Union City Day Care Program's centers are **peanut free schools**. Please do not bring in any nuts or food products with nuts listed in the ingredients into our school or classrooms. It could endanger the lives of those with allergies to nuts and associated products. Thank you for considering the safety of our children and staff.

If a student has special needs that require medical attention, it is the parent's responsibility to notify both the school nurse and the classroom teacher immediately*. For example:

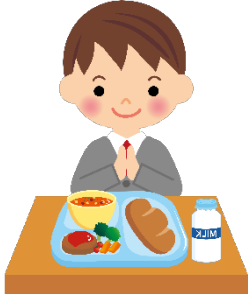
- If your child has been recently diagnosed with asthma or any other illness**
- Changes that would prompt the need for medication to be given while at school
- Dietary concerns such as food allergies, undernourishment, etc.***
- Weather conditions or health conditions that would hinder your child from going outdoors.

Please note that there may be some instances where a physician's note may be necessary. The school nurse will contact you immediately and provide the forms required for the administration of any medication.

***Written communication from the parent to the school nurse or classroom teacher is the most effective means of communicate concerns to prevent any confusion, error or oversight.**

****An "Asthma Treatment Plan" must be completed and signed by both the child's health care provider and parent or guardian for a child to receive medication at school as prescribed in the Plan. Children may be ALLOWED to carry their asthma medication for self-administration in school with parental consent noted on the Asthma Treatment Plan pursuant to N.J.A.C.:6A:16-2.3.**

***** The Child & Adult Care Food Program (CACFP) requires a health care provider's statement specifying medical or special need(s) and food(s) to be omitted and food substitutions to be provided.**



MEALS

THE UNION CITY DAY CARE PROGRAM PROVIDES THREE NUTRITIOUS MEALS DAILY:

BREAKFAST

7:30- 8:15 A.M. (8:45 A.M. FOR INFANT / TODDLERS)

If you plan to arrive at the Center by 9:00 A.M. please give breakfast to your child at home.

LUNCH

11:10 A.M.

SNACK

2:35 P.M.

Keeping your child's healthy development in mind we provide a schedule for meals that the children adapt to quickly. However, we will provide your child with an additional snack if she/he expresses hunger. No child will be deprived food. The Union City Day Care Program's kitchen staff prides itself on the preparation of its healthy menus. Look for our weekly posted menu on the bulletin board.



TOILET TRAINING POLICY AND PROCEDURE

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will provide positive reinforcement throughout the toilet training period and encourage your child while in our care. We will also teach each child proper hygiene around toilet use (i.e. proper wiping techniques, flushing the toilet, washing hands.)

Toilet training will be done in a relaxed manner. We require that the child must be at least 18 months old and must be showing signs of readiness. Please keep in mind that the activity level at the day care can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use diapers until your child can and will announce that she/he must use the bathroom (not just at home, but here as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. Do not bring your child in panties or underwear until she/he has used the potty successfully for one full week at school.

During potty training, the child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, shirts that snap in the crotch, pants with snaps and zippers and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many buttons or snaps makes it harder to get the child on the potty in time.

During potty training, you are asked to supply us with at least 3 extra full changes of clothing, including socks, and training pants. These are to be left in child's classroom cubby and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

TOILET LEARNING READINESS

Verbal Stages of Readiness:

Basic verbal skills: The child is able to speak in three or four word sentences

- Stage 1: The child tells you she/he has a wet diaper, recognizes when she/he is wet.
- The child tells you she/he is wetting, recognizes the sensation of getting wet.
- The child tells you she/he will wet a diaper, can control her/himself and use a toilet.

Physical and Psychological Signs of Readiness:

- Stays dry for a long time. (The child is able to “hold” his/her urine and bowel movements.)
- Can recognize when a diaper is wet or soiled.
- Has bowel movements at regular times. (Child chooses when to move his bowels)
- Adults can recognize when a child is moving his bowels. (Child is deliberately moving his bowels)
- Can undress and pull up his/her own pants. (Important because this is the work of the child, not the caregiver.)
- Initiates interest in using the toilet and asks to wear underwear.
- Wants to be independent (which is very important for the learning process).
- Child is emotionally ready and is open to learning (Is the child generally cooperative?)
- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is behavior that is seen in children ready to use the toilet.)
- Can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe him/herself, flush the toilet and then wash hands.)
- Can use consistent words or gestures to communicate.
- Is able physically to get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

Our Policy Requires the Following:

- Child will wear loose fitting clothing (which is easy to pull down and pull up).
- No overalls, bib-type pants, onesies or T-shirts with snaps between the legs.
- No pants with belts or one-piece outfits.
- Determine from the beginning of learning whether the child will sit or stand (boys).
- A minimum of 3 changes of clothing, including socks, 3-4 pairs of training pants to leave at the day care (an extra pair of shoes would also be helpful).

Positive reinforcement must be continued at home. For the first week, the child will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not:

1. Before and After Breakfast
2. Before and After Lunch

3. Before and after going outside
4. Just before going home
5. As needed

Enhancement/reinforcement materials will be provided during toilet training.

No child will be placed in the pre-school component (3's + 4's) unless he is completely toilet trained.



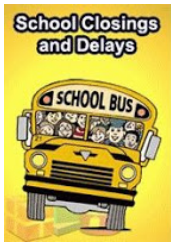
BODIES AND BOUNDARIES

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).



POLICY REGARDING PARENT MATERNITY LEAVE

If a parent decides to take a leave of absence from work to care for their newborn child, you must notify either the Executive Director or the current service coordinator of your intent. An appointment will be arranged to discuss your plans and how it will affect your child's placement at the day care.



EMERGENCY CLOSING

Our centers may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing.



INCLEMENT WEATHER

In case of storm warning, during the winter months, please listen to 1010 AM or WADO 1280 AM radio stations, or N.J. Cable Station - Channel 12 for emergency school closing notifications. The Union City Day Care Program makes every effort to follow the Union City Public School District's closing plans (unless it deems the closure will have an unnecessary adverse effect on day care operations).



PHOTOGRAPHS AND PUBLICITY

Photographs of the children in our programs may be taken from time to time and may appear in school newsletters, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child's photo may also be displayed on our school website.



BIRTHDAY CELEBRATIONS

We want to make your child's birthday a special one; therefore, parents are welcome to send in a treat to share with their child's classmates. For that special day we ask that you give the teacher one-week advance notice that you will be celebrating with the class. The party will be limited to one hour (11:30 am – 12:30 pm or 2:30 pm – 3:30 pm).

Some classrooms have strict allergy guidelines. We also ask that you inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions.

No videotaping!! Certain parents object to the filming of their child's image. Please check with your teacher regarding children that **cannot** be photographed.

You must submit the names of any adults that will accompany you to your child's celebration and everyone must sign the visitor's log upon arrival and departure from the Center.

Thank you for following protocol and helping make this an enjoyable occasion for all involved.



VISTOR'S POLICY

All requests to visit the UCDCP must be submitted in writing to the attention of the Executive Director (facsimiles accepted). Be specific as to your purpose and who you are affiliated with name of Center or employer, school district, college or university and how many in your party. Your name, address and telephone number must be clear. Your request will be reviewed and if necessary will be reviewed by the President of the Board of Directors at the request of the Executive Director at the next regular Board of Directors meeting.

- Student teachers must have a letter from the college or university.

- Community service volunteer students must have a letter from the school principal or school counselor.
- The UCDCP, Inc. has the right to deny any request that may not appear to be in the best interest of the Center.



POLICY ON TOYS AND FOOD BROUGHT FROM HOME

Please do not bring food, candy, gum, or beverages into the Day Care. If your child requires a special diet please let us know and we will work with you, a doctor's note must be presented. The children are fed very well, fresh and nutritious foods are prepared daily for them. Look for our weekly menu posted in the information Center.

Also, we ask that you keep your child's toys at home. When a child brings a toy to school this may cause tremendous problems in the classrooms, we have sufficient toys and equipment to keep your children busy, happy, and learning. Any toys brought into the Center without your knowledge will be brought to the office where you can retrieve them upon your departure. We are very strict about this policy and ask you to cooperate. Please do help us and leave the food and toys at home.

THE FOLLOWING IS A LIST OF ARTICLES THAT YOUR CHILD MAY NEED TO BRING TO THE DAY CARE (*additional articles may be necessary depending on the child's age and grade level. These lists will be provided at orientation*):



1. Complete change of clothes (appropriate for the season & labeled with your child's name).
2. A blanket
3. A crib sheet
4. A laundry bag
5. One toothbrush
6. A tube of toothpaste

Disposable diapers, any ointments, and baby wipes for infants and toddlers must be replenished as needed. These items require your special attention. **We cannot use another child's diapers, wipes or clothing.**

ARTICLES THAT ARE NOT ALLOWED IN THE DAY CARE



Children must not bring any of the following articles into the Center:

1. Any type of hanging jewelry (i.e., chains/necklaces, earrings, bracelets)
2. Balloons, plastic bags, money
3. Weapons (blades, knives, etc.) These will be removed immediately and reported to the local enforcement authorities.
4. Toys from home
5. Outside food or beverages (unless child has special dietary needs and medical indications are provided the nurse)



WINTER AND SUMMER ACTIVITIES

Children in attendance at the Center are expected to participate in all planned activities. Outside play is a part of our daily program. Only severe weather conditions prohibit this activity. For example, during continuous rain, sleet, snow or high winds we would provide for the children's physical activities in our inside gross motor area. Please send adequate clothing for the coldest weather and be assured that our staff will dress the children accordingly. Remember to label all clothing with your child's full name.

We always welcome the warmer weather and summer fun. During this time of the year the Center offers a variety of activities in which all children participate. Most of the activities are outdoors, this includes walks to local parks as well as water play outside our facility. Therefore, we ask that you send appropriate clothing for the warm weather.

Remember that an extra set of your child's clothing is to be kept in your child's cubby at the Center and is required and necessary at all times. Again all clothing must be labeled.

For water activities you must send a bathing suit, slippers and a towel, please do so for the months of July and August. Sunscreen, hats and sun glasses if needed must also be appropriately labeled.

Many parents have expressed concerns over the change in temperature when the children leave the water areas and re-enter the air-conditioned classrooms. Please be aware that every attempt will be made to have the children sun dried before entering the classroom. Note that the air conditioners are used only when necessary for the comfort of the children.

Please ask your child's teacher for the exact articles you will need to bring to school for any class activity planned during the course of the school year or during our summer program.



FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at our centers.

Your permission for your child to participate in walking excursions is part of this agreement.

You will be notified of all field trips. We will occasionally take classroom field trips to museums, parks, apple orchards, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned for all field trips-- including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events) when needed. A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.



POLICY ON VOLUNTEERISM

The UCDCP embraces the concept of community involvement via volunteerism.

Therefore, residents of the community are welcome to volunteer their time. Please call us at **(201) 348-2754** for more information. Parents are invited to participate in their child's

education thus parent volunteers are always welcome. If you wish to volunteer time in

your child's class please discuss it with the teacher who will bring it to the attention of the Executive Director.



CENTER EVENTS

The Union City Day Care makes every attempt to keep parents up to date on special events at the center and in the community. Classroom newsletters are sent out regularly. Parent bulletin boards are in each classroom, and

notifications are posted and updated in the reception area. Notices are also posted on our school website at www.unioncitydaycare.org. Please read them.

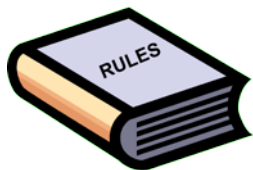
It is also the parents' responsibility to check for updates. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

DAILY ROUTINES AND CLASS ACTIVITY SCHEDULES



Every classroom has their daily routine /class activity schedule posted on the parent information board.

Note: Infant and young toddlers' schedules remain flexible as their care is based on their individual needs.



CHANGES IN POLICIES

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the Executive Director and/or changes in laws governing daycares and childhood programs. This handbook was last revised in January 2020.

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POLICY AGREEMENTS

Please carefully read, sign and return the following form to the center.

PHOTOGRAPHY & VIDEOGRAPHY

I understand that photographs/videos of the children in our programs may appear in newsletters, publicity materials and/or educational trainings. Your child's photo may also be posted on our school website. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date: _____

BLANKET PERMISSION FOR WALKING TRIPS

I hereby give permission for my child to participate in walking trips in the neighborhood around the center. I understand that the walking route is within the center's neighborhood, includes no known safety hazards, and that the walks will not involve entrance into any facility that is not public and/or local; i.e., library, bakery, public park, etc.

Parent/Guardian Signature: _____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

- ✓ I have been read the rules, policies and procedures of the Union City Day Care Program, Inc. written in the Parent Handbook.
- ✓ I understand that I am responsible for and agree to abide by all the rules, policies and procedures therein.
- ✓ I further understand that failure to comply with the program's rules, policies and procedures may be grounds for my child's withdrawal from the Day Care Program.
- ✓ I have received a copy of the Union City Day Care Program Parent Handbook to keep me informed of these rules, policies and procedures.

Parent/Guardian Signature: _____ Date: _____

Staff Signature: _____ Date: _____