

St. Paul's Tender Care Nursery



Parent Handbook

2021 - 2022

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life- safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the

center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation

Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

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

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

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

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central

Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

OOL/INFORMATION TO PARENTS/APRIL 2017

ST. PAUL'S TENDER CARE NURSERY

Parent Handbook

Philosophy and Goals

Tender Care Nursery is an outreach of St. Paul's United Methodist Church. It holds a certification from the State of New Jersey with a Life Safety Approval and is fully supported by tuition fees. Tender Care's administration, teachers and assistants strive to provide opportunities for group learning experiences that help develop each child's potential. Personal satisfaction and self-esteem are developed through classroom activities. Our goal is to develop Christian values and to teach social and curricular skills in a positive caring atmosphere. Please like us on Facebook to view the children learning and playing. You can also view our website: www.oceangrovechurch.com and click on Tender Care.

I welcome you to Tender Care Nursery. I thank you for sharing your children with us and we look forward to an exciting year together.

Susan Keenan
Director

Welcome to St. Paul's Tender Care Nursery School! We are glad that you chose this program for your children's early learning experience. We are excited about this ministry of our church that reaches out into the community and surrounding area and provides a place for young children to learn about the love of God. On a personal note, I have twin daughters who are now twenty-six years old who are graduates of Tender Care Nursery. I have experienced first hand the awesome blessing that comes as your children live into their Tender Care experience.

Every spring, during one of our morning worship services, we recognize and celebrate our Nursery School. The children are invited to come and share special songs as we honor our school leadership and staff.

Periodically, you will also receive information about our church's activities, events, and ministry opportunities. You are always welcome to join us for any or all of the above. In addition, if you are not currently attending church, we extend the invitation for you to join us here at Ocean Grove Church. On Sunday morning we worship the Lord in a more casual, contemporary style at 9:00am and with a more traditional service@ 11:00 AM. Both services are held in our sanctuary.

If you have any questions about St. Paul's UMC, please check out our website at oceangrovechurch.com or call 732-775-1125.

Hope to see you soon!

GENERAL INFORMATION

CONTACT INFORMATION:

Director - Susan Keenan

Telephone - 732-775-2265

Fax - 732-775-4540

Email - tendercarenursery@gmail.com

TUITION: A yearly tuition is established. This fee may be paid in full for the year or in ten monthly payments. The first tuition payment is due **Aug 1st**, and is non-refundable. The remainder of the monthly payments is due on the **1st of each month**, with the last payment due **May 1st**. After the **7th of the month**, there will be a **\$50.00 late fee**. If tuition is received late and no late fee is received, it will be added to the next month's tuition. Payment is due whether or not the child has been in attendance. Exceptions to this may be granted only for serious chronic illness, and must be verified by a physician's note. In the event that we are mandated by the governor to shut down, we will provide remote instruction and tuition will be expected. Tuition may be paid in person or by mail.

Mail to:

TENDER CARE NURSERY
80 Embury Avenue
Ocean Grove, NJ 07756

Bills are only issued if tuition is late. There will be a **\$35.00 fee** on returned checks. The Tender Care governing committee has established the following policies:

Tuition may not be in arrears for more than 30 days or the Committee may require withdrawal unless satisfactory arrangements are made. This policy is necessary to ensure that we operate on a sound financial basis, while continuing to service our students.

Tender Care Nursery is a non-profit organization. All registration, tuition, and late fees **must be paid in full in order for your child to participate in end of year activities.**

Parents who are on the St. Paul's membership roll, and who have been documented as financially active within the last 6 months, are eligible for a tuition discount. We must be able to verify your membership status. If interested in joining, you can enroll in one of our upcoming membership class.

Upon registration there is a **non-refundable** fee of \$50.00 per child. There are no refunds for **sick days, inclement weather, or closings due to circumstances beyond our control.** You are not charged for any holiday closings.

Our current operating hours are:

**Monday, Tuesday, Wednesday, Thursday and Friday
9:00am – 3:00pm**

Before Care 8:00am – 9:00am
After Care 3:00PM-5:00 PM

BEFORE - CARE AND AFTER - CARE POLICIES

The before-care time is from 8:00 a.m. until 9:00 a.m., at which time the student will be taken to the before/ Aftercare room. The children are required to wear a mask. The cost for before-care is **\$10.00** a day.

The after-care runs from 3:00 p.m. until 5:00 p.m. The student will be taken by a teacher to the after-care room until he/she is picked up by a parent or guardian. The cost for after-care is **\$20.00** a day. If the child is not picked up by 5:00 p.m., then an additional fee of **\$10.00** per day will be added. If the parent is late more than **three** times, then after-care is **no longer** available for the family.

The extra care schedule will follow the official school calendar. Please note that on the day immediately preceding an extended holiday, there will be no after-care. If school is cancelled for any reason (weather, building emergencies, etc.), there will be no before-care or after-care.

Your child will only be released to a parent or your designated emergency contact people listed on the child's registration form. Written communication from a parent is required for a pick up by anyone else. Proper photo ID must be presented to the teacher at time of pick up.

An after-care request must be completed for any time not already scheduled. After-care requests will be returned to the parent once it is approved or denied.

If your child is not potty trained, please send in diapers, wipes and a change of clothes, which will be stored in the after-care classroom.

Before and after-care will follow the same guidelines as stated in the parent handbook regarding discipline and discharge of a child. Payment is due weekly. If an account is 2 weeks past due, the service will not be available to you until the account is current.

ELIGIBILITY

A child may be registered for enrollment at any time during the school year provided we have room in the desired classroom/program. A child must be 12 months of age to be enrolled in our program. Our classes accommodate an age range from 12 months – 5 year olds. Each class is grouped by age. We make every effort to properly place your child, based on your child's social, emotional and academic needs. During the year, we may find it necessary to move your child. Prior to this taking place, a conference will be held with the parent(s).

RELEASE OF CHILDREN

Please note: The staff of Tender Care Nursery **are not** permitted to pick up or drop off children (other than their own) to Tender Care Nursery at any time.

You are required to provide Tender Care Nursery with a note or phone call, in the event that you need someone other than the parent(s) to pick up your child from Tender Care. We will not release a child to anyone other than the parent(s) unless we have such notification. For the safety and protection of your children, we will request a picture ID (such as a driver's license) from the pick-up person.

ARRIVAL AND DISMISSAL

To maintain order and discipline, please do not bring your child to school before the specified time as the teachers are preparing for the day. Children will be brought into the classroom by a TCN teacher directly from a parent or other person authorized by the parents from outside of the building.

Please be aware that if a child is **consistently picked up late, a late fee of \$5.00 per each 10 minute interval** will be instituted. The child will not be allowed to return until late fees are paid.

With respect to DYFS regulations, a written plan specifying the procedures to be followed in the event that the parent(s) or other person(s) authorized by the parent(s) fails to pick up, or is late in picking up a child at the time of the center's closing, states the following:

1. The child is to be supervised at all times by staff members.
2. Every effort is to be made by staff members to contact the custodial parent(s) and/or other person(s) authorized by the parent(s) to care for the child.
3. Whenever the custodial parent(s) and/or other person(s) authorized by the custodial parent(s) fail to pick up the child **15 minutes or more after closing time**, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until his/her custodial parent(s) or other person authorized by the custodial parent(s) is available to care for the child.

ABSENCES

If your child will not be attending school due to a scheduled appointment, vacation or illness, please notify the Director by phone: 732-775-2265. Due to state regulations, your child **cannot make up missed days on an alternate day**. No deductions from tuition can be granted for missed days.

INCLEMENT WEATHER or BUILDING EMERGENCY POLICY

In the event Tender Care Nursery is closed due to inclement weather, or for any other early closings, it will be announced on our Facebook page and an e-mail will be sent to all parents/guardians. If school must be closed due to a building emergency, we will make every effort to notify you. Inclement weather days or building emergency days are **NOT** added to the school calendar. There are no refunds in the event of inclement weather or building emergency days.

HEALTH POLICY

All inoculations need to be current and in compliance with NJ State requirements. **Any child, whose record is not on file by October 1st, will be asked to leave the program until the form is received.** Should your child's record show a need for a particular inoculation, you will be advised and will have 3 weeks from that time to visit your physician and meet the requirements set by the State. As per N.J.A.C. 8:57-4.19, children six months through 59 months of age attending any licensed child care center, or preschool facility on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.

If your child has a known medical condition, such as: asthma, diabetes, allergies or a seizure disorder, please inform the Director and list it on your medical questionnaire at the time of registration.

PARENTS: Report any contagious diseases in the home to the teacher immediately. This includes but is not limited to: Covid-19, Respiratory, Chicken Pox, Measles, Head Lice, Cocksackie, Worms, Impetigo, Scabies, Shingles or Poison Ivy. **Please note: we have a nit free and louse free policy. Do not send your child to school if they exhibit any symptoms of the above diseases or infections. A doctor's note stating the child is clear of all symptoms is required to return to school.**

If a child exhibits any of the following symptoms, the child should be kept home. If such symptoms occur at the center, the parent will be notified to pick up the child immediately:

- severe pain or discomfort
- a contagious disease
- an elevated temperature of 100 degrees Fahrenheit
- any episode of vomiting
- severe coughing
- ear ache
- stomach ache
- infected, untreated skin patches
- skin lesions that are bleeding or weeping
- skin rash in conjunction with fever or behavior changes
- lethargy
- 2 or more episodes of diarrhea, bloody diarrhea
- reddened eyes, with or without discharge
- sore throat
- yellow or green discharge from the nose.
- abdominal pain
- yellow eyes or jaundice skin
- difficult or rapid breathing
- mouth sores
- stiff neck

A doctor's note stating the child is clear of all symptoms may be required to return to school. Your child must be fever free, without medication, for 24 hours before returning to school. School policy prohibits return to school if your child has vomited or had diarrhea in the past 24 hours.

Children with bad coughs or colds should be kept home also. This will help prevent the spread of infection to the rest of the school community.

In case of an accident or illness, parents will be called immediately. In serious cases, the child will be taken to the hospital designated on your emergency card. In this instance you will be called immediately. You will be called when any head injury occurs, even a bump. It is your prerogative to check your child at any time. **It is imperative that you have an emergency person located within 20 minutes travel time and available to pick your child up in the event you cannot be reached.**

MEDICATION POLICY

The Tender Care Nursery Committee policy states the following: Medication can be administered by a Tender Care Nursery staff member for chronic conditions and/or in the event of allergic reactions. Please see the Director for the appropriate form, which needs to be filled out by your child's pediatrician. Medication must be in the original container and labeled by the pharmacy. Medications will be returned on the last day of school.

SAFETY POLICY

The staff will do their best to keep a child from getting into a car with a parent who is suspected of being under the influence of alcohol or drugs. The Neptune Township police will be called. In compliance with the State Law, staff members are required to report suspected cases of child abuse to the DYFS Office of Child Abuse Control. This includes the reporting of parent(s) who appear to be impaired by alcohol or drugs.

CLOSING TIME

In compliance with DYFS regulations, **if your child has not been picked up within 15 minutes of our closing time, a call will be made to the DYFS Child Abuse Hotline** to seek assistance in caring for the child until a parent(s) or other authorized person is available to care for the child.

DRESS CODE

Children should wear play clothes to school and be dressed for indoor and outdoor play. Sneakers or rubber soled shoes are suggested for safety reasons. Please no Crocs or flip flops. If your child is toilet trained, please send your child to school in an outfit that allows them to dress and undress themselves when they use the bathroom.

SOILED CLOTHING (for our toilet trained children)

Policy regarding changing soiled or wet clothing:

1. Child will be removed from the classroom and taken to the bathroom when necessary.
2. Rubber gloves will always be worn.
3. Clothes will be changed (using parent supplied clothing)
 - A. Two staff members will be present.
 - B. The child will be asked to undress and dress themselves, staff assisting only when asked.
4. In cases where the child resists being changed or has soiled him/herself due to illness, a parent will be called immediately.
5. Child will be made as comfortable as possible while waiting for parent or emergency person to arrive.

TOILET TRAINING POLICY

We support the parents' efforts in this matter, but we will NOT take sole responsibility for toilet training your child. We suggest the following from parents:

1. Work cooperatively with teachers on this responsibility by reinforcing at school what is done at home.
2. Send child in diapers or in velcro sided pull-ups. Pull-ups without velcro sides can inhibit toilet training as they require much patience from the child since they must become fully undressed to be changed.
3. Children should be toilet trained to enter our three year old class.

LUNCH POLICY

Lunch is to be provided from home. Please send in the amount of food your child normally eats for lunch. **Do not send food that needs to be warmed up**, as the teachers cannot leave the classroom to heat food. Grace will be said before lunch.

Parents are expected to supply the following:

1. Two napkins.
2. **Ice pack** for perishable food.
3. Any utensil needed to eat lunch.
4. A drink in a "**spill-proof**" cup only.
5. Toddler and Transitional Two classes need 2 drinks per day in spill proof cup.

Unacceptable lunch items include:

1. Foods with pop-top metal lids-this includes juice cans.
2. Candy.
3. Soda.
4. Foods purchased at fast food chains.

Grapes, hot dogs and tomatoes **MUST** be cut into small pieces when sent in for lunch. Nutritious snacks are often provided by Tender Care, any child needing special snack due to allergies will need to supply a snack from home (upon Director's approval).

TV, VIDEO/DVD, COMPUTER POLICY

Tender Care Nursery provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation and exploration. Television/computer use must be age appropriate and instructional, supporting the daily lesson. I may not be used for passive viewing.

TCN follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children and the establishment of poor dietary habits.

As such, children at TCN under age two will not have access to television viewing, which includes watching videos or DVDs, playing video games and using the computer.

For children age two and older who are in care four or more hours each day, television viewing time is limited to 60 minutes per week and no more than 30 minutes at a time. Computer use is limited to 15 minute increments per child.

For children age two and older who are in care less than four hours each day, television viewing is limited to 30 minutes per week. Computer use is limited to 15 minute increments per child.

SOCIAL MEDIA POLICY

Tender Care Nursery takes the safety and privacy of children and families very seriously. TCN uses the following forms of electronic communication and social media:

- Email, tendercarenursery@gmail.com
- Facebook page, Tender Care Nursery

Posting of confidential and/or identifying information about the children is strictly prohibited. Families may choose to restrict photograph permission of their child(ren) and it is expected that all employees will be aware of and abide by those restrictions. A media/web site release form must be completed by a parent/guardian for each student.

BIRTHDAYS & HOLIDAYS

Birthdays are celebrated monthly in each class with a special snack, supplied by the parents. Check with your child's teacher to know when birthdays are celebrated and let her know you will supply the snack. Please do not hand out birthday invitations in class unless you are inviting the entire class. Please do not ask or rely on the teachers to hand out invitations. Holidays are celebrated and treats are sent in by parents, there will be sign-up sheets online prior to the party with requests for needed items.

CHILDS PERSONAL PROPERTY

Tender Care Nursery cannot be responsible for any lost property. **Children should NOT bring money, TOYS or other items not necessary for school activities, without first checking with the teacher.** Each class has special days for "show and tell". Notices will be posted/sent home as to when "show and tell" will be held and what may and may not be brought in. Toys of violence may not be brought in at any time. Live animals may not be brought in without the Director's permission.

Each child should have a complete change of clothing (including underwear and socks) to be left at school in case of any accidents. **All clothing and belongings should be labeled clearly with the child's name.** Those children, who are with us from 9:00 to 2:00, need to bring a rest mat cover for quiet time, lunch in a lunch box and a drink in a "spill-proof" cup.

CONFERENCES

Conferences for our Pre-K classes will be scheduled once a year. Other classes do not have formal conferences scheduled; however, appointments can be made at any time to discuss your child's progress in the program.

PARENT INVOLVEMENT (If and When we can do this safely)

Tender Care Nursery encourages parents to become involved in their child's school experience in the following ways and areas:

1. Share a particular skill with the class (for example: storytelling, special crafts, musical abilities)
2. Provide special snacks or materials for parties or activities.

3. Help out during special programs, designated on the activity sign-up sheet.
4. Attend coffee hour and other special functions, such as Tender Care Sunday.

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 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.

DISCIPLINE & DISCHARGE

In order that all children enjoy a pleasant and harmonious school environment, children are expected to:

1. Adhere to class rules as explained by the teachers.
2. Be respectful and courteous to teachers, assistants, Director and classmates.
3. Show consideration for classmates and teachers and refrain from causing injury to each other.
4. Remain with a staff member at all times.
5. Use materials and equipment properly and return them to their place after use.

Tender Care Nursery cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, biting, abuses the staff, ignores or disobeys the rules which guide behavior during the school day. If a child cannot adjust to the program and behave appropriately, then the child may be asked to leave the program. Tender Care Nursery reserves the right to discontinue service at any time. Reasonable efforts will be made to assist children to adjust to the program setting.

Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a one minute per year of age timeout in order for that child to cool off and reflect upon the offending action.
2. If the severity of a problem is great enough that it endangers the safety of the child or any other children in the program, the teacher will notify the Director immediately.

EXPULSION POLICY

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

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

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.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors. Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date.

.....

PLEASE SIGN AND RETURN THIS PAGE

I have received the Tender Care Nursery Parent Handbook and understand that I am responsible and obligated to uphold and abide by the policies set forth in this handbook.

I have received a copy of the Information to Parents statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

Child's Name: _____

Parent/Guardian Signature

Date

PLEASE SIGN AND RETURN

I have received the Tender Care Nursery Parent Handbook and understand under the Health Policy that I **WILL NOT** send my child/children to school with any type of cough or mucus/discharge, **clear, yellow or green** from the nose or **any** other illness symptom.

Child's Name: _____

Parent/ Guardian Signature

Date

