

# PARENT HANDBOOK



## GENERAL INFORMATION

### What to Bring to School

Please bring a complete change of clothing (socks, underwear, shirt and pants or skirt in your child's current size) in a shoebox. **LABEL** the clothing and the shoebox. This shoebox will be kept in school.

All children staying for a full day need to bring in a crib sheet and small blanket. Please label them and place in a plastic bag. These items will be sent home each Friday to be laundered and should be returned to class every Monday.

Your child needs a school bag for bringing notices and projects home. Please **LABEL** the school bag. Clothing hung on hooks (jackets, sweaters, and raincoats) need to have large loops on them. **Don't forget to label all boots, hats, jackets, and toys clearly with your child's name.**

### What to Wear to School

Clothing can get dirty while engaging in activities, so please select comfortable, washable things for your children to wear. Children need to be free to climb and run, to paint and build, and to exercise their muscles and their imaginations. Weather permitting, we go outside every day. Please send outdoor wear appropriate to the season. Once a week we have gym. Sneakers are required. Your child's teacher will let you know which day this is.

### Parking

Parents or their designated driver are expected to park in the parking lot and walk their children into the building to their classroom. For everyone's protection, **parking in the fire lane is absolutely not permitted**. Please teach your children to look both ways in the parking lot and to walk, not run, at all times. Please respect reserved and designated handicapped spaces.

### Entering and Exiting the Building

Please use the main entrance to TBS with your security card. It may be purchased in the Eric B. Jacobs Early Childhood Education Center office and should be returned to the office upon completion of school at TBS. Parents are expected to walk their children to their classroom. Please do not allow your child to run through the halls. For his or her safety, please make sure that your child is not eating or drinking while walking through the hallways.

### Entering the Classroom

A child must be signed in and out on the sheet posted in the school lobby or outside of the classroom. Greet the teacher, see that your child hangs up his/her coat and school bag, leave messages, if you have any, with the teacher and say goodbye. This routine will help your child start the day smoothly. If you wish to say more than a few brief words to the teacher, please ask when you can call or when she can get back to you. This is necessary so that the teacher can pay proper attention to the assembling group.

### Messages

If your child is going home with someone other than yourself, please call, this in an email or send a written note to Ellen Berju and your child's teacher. The note should also include who is authorized to provide transportation. Parents are notified for announcements, updates and school closings in a variety of ways - via telephone, email, Remini, our communications app, a weekly newsletter on ConstantContact.com and TBS's website, [tbsonline.org](http://tbsonline.org).

## POLICY ON THE RELEASE OF CHILDREN

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

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

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.

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.

### General Health Policies

Keeping our center a healthy place requires your cooperation, understanding and compliance with our health standards. We are not equipped to care for children who are not well, nor do we have extra staff to stay long periods of time with children who are not well enough to participate in regular school activities. So let's work together to keep our classrooms properly staffed and our environment as healthy as possible.

1. If your child has a new cold, please keep him/her home for two days.
2. A child should be free of fever, vomiting and diarrhea for 24 hours **without the assistance of medication** before returning to school.
3. The school should be notified in the following circumstances:
  - Your child has been exposed to a contagious disease.

- Your child has contracted a contagious disease.
- Your child will be absent for more than one day.
- A change in your child’s health or medication that could influence the child’s behavior or needs.

**Policy on the Management of Communicable Diseases**

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

**EXCLUDABLE COMMUNICABLE DISEASES**

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

**Table of Excludable Communicable Diseases**

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
German Measles	Hepatitis A*	Lice
Hemophilus Influenzae*	Salmonella*	Scabies
Measles*	Shigella*	Impetigo
Meningococcus*	Giardia Lamblia*	
Mumps*		
Strep Throat		
Tuberculosis*		

Whooping Cough\*  
Chicken Pox\*\*

\*Reportable diseases that will be reported to the health department by the center.

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

**Included in this handbook is a policy for the administration of prescription and non-prescription medications and health care procedures.**

**Each child must have a Universal Health form, a record of immunization and an emergency form on file in the Eric B. Jacobs Early Childhood Education Center office prior to the first day of school.** In the event any of the information on these forms has changed, we will need these changes as soon as they are available.

### FOOD

We ask that Jewish dietary laws be adhered to at school. We provide your child with a nutritious kosher snack and water while at school. If your child has any food allergies, please alert his or her teacher, as well as complete allergy forms.

For those children who attend a full day of school, please send in a dairy lunch (no meat or meat soup). In addition, no product using animal beef fat, lard, etc., may be brought into school.

For birthdays and/or Shabbat celebrations, baked treats must come from an approved kosher, dairy treat. Unfortunately, home baked goods cannot be brought in.

Please don't bring treats unless they are marked with one of the following symbols:



### Nut Sensitive School Policy

Temple Beth Sholom's Eric B. Jacobs Early Childhood Education Center is built on the foundation that every child grows and thrives in an atmosphere that is safe and nurturing. Each year we have a number of children with peanut/tree nut allergies. As a school dedicated to the youngest members of our community, many of our children are not old enough to make decisions about what they can eat and how to manage their allergies. There are some children who could have a serious allergic reaction from contact with even a small amount of food. To make our school as welcoming as possible for all students we are a peanut/tree nut-sensitive school.

Peanuts, peanut products, or products containing traces of peanuts or tree nuts may not be brought to school for snack, lunch, or special treats. Please read labels carefully when packing your child's lunch and be careful that your child does not have peanut butter or other nut related food on their clothing or hands when they enter school. Foods that are brought to TBS for group consumption must be certified Kosher in their original packaging. All packaging of food used in group settings will be screened and saved.

**Please do not send any of the following to school:**

- Peanut butter or any other nut butter
- Crackers with peanut butter filling
- Any food product that lists peanuts or tree nuts as an ingredient

- Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, filbert/hazelnuts, mixed nuts, coconut, pecans, pistachios, etc.)
- Gianduja (a creamy mixture of chocolate and chopped toasted nuts found in premium or imported chocolate)
- Nu-nuts artificial nuts
- Anything cooked in peanut oil that has been cold pressed, expelled or extruded
- All nut pastes (ie: almond paste)
- All nut extracts (ie: almond extract used in making various cookies)
- Foods that may indicate the presence of peanut protein

Please make sure that you always check the labels on the food you are sending to school. The FDA requires all manufacturers to list on their labels if peanuts or tree nuts are in their product. Routinely check the packaging of the food that you send in as manufacturing processes change, and a food may contain a nut product.

Foods with labels indicating: “May contain peanut or tree nuts” or “Processed on machinery that came in contact with peanuts or tree nuts” are not permitted in school.

**Healthy Suggestions for Nut-Sensitive Snacks:**

- |                                    |                     |
|------------------------------------|---------------------|
| Yogurt - plain or mixed with fruit | Soy Butter          |
| Baked tortilla chips with salsa    | Applesauce          |
| Vegetables with dip                | Hummus and pita     |
| Unsweetened cereal                 | String Cheese       |
| Low-fat granola                    | Macaroni and cheese |
| Raisins                            |                     |

This information is available on our website ([tbsonline.org](http://tbsonline.org)) for you to refer to throughout the year. We are happy to work with you to come up with alternative lunch suggestions for your family. If you have any questions, please feel free to contact Ellen Berju, Director of the Eric B. Jacobs Early Childhood Education Center Director at (856) 751-0994 or [ellenb@tbsonline.org](mailto:ellenb@tbsonline.org). We recognize that this policy may be inconvenient, but as we work to provide the safest environment possible for our children, we thank you in advance for your help and cooperation.

**Toilet Training**

- I. **Potty Training Policies and Procedures:** All children entering the 3 year old program shall be in the process of toilet training. In the process of toilet training refers to a parent encouraging the child to use the toilet. The child may still wear a pull-up or diaper and may continue to require diaper changes or assistance after the successful use of the toilet. There shall be consistency in the toilet training between the parent(s) and teacher(s).

**Procedures:**

1. A child in the process of toilet training shall be asked and taken to the bathroom frequently throughout the day. A schedule should be set by the teacher for children in the process of toilet training. Frequently shall mean several times throughout the day but at the very least, before snack time, after snack time, before lunch, after lunch, recess time, etc.
2. Occasionally, a child will accidentally wet or soil their clothes. Assist child in a matter-of-fact manner to clean him/her and put on dry clothing. The child should be given a clean pair of underwear if that is what the child had on at the time of the accident. A child should not be given a pull-up following an accident if that child is no longer wearing pull-ups. Any wet/soiled clothes should be put into a plastic bag (without rinsing) and placed in the child’s cubby. Do not shame or tease child about accidents. Share this information with the child’s family in a positive manner. Children will not be disciplined for accidents.

3. Children in the process of toilet training should be given verbal encouragement and praise when successfully using the bathroom.

## II. Bathroom Policy

At Temple Beth Sholom, children will be allowed to use the bathroom one at a time. A staff person stands in the hallway, supervising the children's use of the bathroom at all times. The child's privacy is respected at all times, but staff will check on the child if he/she has been in the bathroom for a lengthy time. Staff will assist with buttons, belts, zippers and wiping when needed. Parents are encouraged to bring toddler wipes and antibacterial soap for the children to use in the classroom.

### Bathroom Procedures:

1. Make sure that all children wash and dry their hands after using the bathroom.
2. All staff persons shall wear gloves when assisting in the bathroom.
3. If a parent informs the teaching staff that a child needs help using the bathroom, i.e. wiping, then the staff person should not ask the child if he or she needs help, but instead proceed to assist the child.
4. A permission form must be signed by a parent in order for a staff person to assist a child in wiping after utilizing the bathroom.

## III. Hand Washing Policies and Procedures

Research has proven that one of the most effective ways to combat the spreading of germs is to wash hands frequently. Specifically, washing hands after bathroom visits and before eating, after coughs and sneezes are some factors which help children and adults remain healthy. Children are taught hand washing procedures and are monitored by the teachers and staff.

### Procedures:

Children shall wash their hands:

1. After using the toilet
2. After handling bodily fluids, e.g., blowing or wiping a nose, coughing on a hand or touching any mucus, blood or vomit
3. Before meals and snacks
4. After playing in water with other children
5. After handling pets and other animals, or any materials, such as sand or dirt

## Visits and Conferences

Our staff will be happy to meet with you concerning your child. We do ask, however, that visits and conferences be scheduled in advance. Parent/teacher conferences are scheduled for January and May, as indicated on your school calendar.

## Birthdays

Birthdays are very special occasions for us all and a great sharing experience for our children. Your child will be scheduled for their birthday celebration on a Friday Shabbat program. All family members are welcome for a child's party. (Please see below for ideas using birthdays to teach the mitzvah of sharing.)

**Many of our children observe Shabbat with their families, please schedule birthday parties for Sundays or weekdays as opposed to Friday nights or Saturdays. We also ask that you mail all birthday invitations from home and do not send them in for the classroom teacher to distribute.**

## Tzedakah

A key goal of Temple Beth Sholom and its teachers is to instill Jewish values in our children. One of the more important values is that of giving Tzedakah. Please remember to send in some change with your child every Friday (or Thursday for those who attend our Tuesday/Thursday session) so that we can reinforce this very special mitzvah by having your

children put coins in the classroom tzedakah box. Maybe have your child do a special chore at home to earn pennies for Tzedakah.

We would also like to encourage you to allow your child to mark happy events such as birthdays or becoming a big brother or sister by contributing a book to the class library in honor of the simcha. Your child's teacher can provide you with titles that are on her "wish list." Contributions to the EBJ Early Childhood Education Center Scholarship Fund are another way to mark a special event.

### **Payment of Tuition**

TBS Eric B. Jacobs Early Childhood Education Center subscribes to FACTS. Please refer to your application packet for additional information. All financial obligations must be met or your child will be unable to start or continue in the program. Children will not be placed in a camp bunk or classroom until all prior financial obligations have been met. If this presents a problem for you or your family, please contact the Director of the Eric B. Jacobs Early Childhood Education. Timely payments are important to the smooth running of the program. We appreciate your cooperation.

### **Holidays**

We discuss and prepare for all Jewish and American holidays that occur during the school year with developmentally appropriate projects and activities. Please note that St. Valentine's Day and Halloween are not celebrated at TBS. We ask that you be respectful and do not send in treats or cards on these occasions.

### **Erev Shabbat at TBS Eric B. Jacobs Early Childhood Education Center**

On the last day of the school week, we get ready for Shabbat, which the children look forward to each week. There is a short service in the Beit Midrash where a child celebrating a special event that week (a birthday, the arrival of a sibling, designation as Abba or Ima for the class) is called to help with the service. Parents, grandparents and siblings of the Shabbat child are invited to attend the service and to return to the child's class for snack. The family is asked to provide the Shabbat treats for the class (kosher baked goods). We provide challah, candles and grape juice.

### **Home and School Association**

The Home and School Association sponsors a variety of activities that support the EBJ Early Childhood Education Center and its programs. Fundraising projects have included:

- Challah Express: pre-ordered challah is sent home each Friday.
- Hot Lunch
- soft pretzel sales
- Box Tops for Education collections

HSA sponsors weekly challah baking, Transportation Night and partners with the Morrow Foundation for Lag B'Omer, Hanukkah dinner for staff and the Teacher Appreciation meal. Our HSA funds make TBS EBJ ECEC scholarships possible. Fundraising profits have provided new playground equipment, classroom carpets, additional children's books in the TBS library, as well as our Noah's Ark Indoor Play Center. The children are mesmerized by the beautiful murals and they love playing in the interactive ark. It is through the HSA that these state-of-the-art additions have been made possible. We encourage parents to support the HSA through volunteering and participating in fundraisers throughout the year.

### **Discipline Policy**

Discipline is affected by models, strategies, practices and environments that foster and encourage the development of self-control. Knowledge of child development is a pre-requisite to enabling realistic, age-appropriate expectations and limits to be set for children. Children thrive on respect and approval. All of these elements work together to prevent problems and to help children learn to discipline themselves.

It is important to note that there are no quick and easy answers and no single way to solve a problem. Solutions are as individual and as varied as the children and adults who comprise any one classroom.

**Models: The Teacher is the Key. Our teachers and assistants:**

- Set an example in their manner and their manners. They are warm and assured – neither bossy nor indecisive. Indecision creates chaos in the classroom.
- Respect children’s feelings, but stop inappropriate behavior.
- Do not demand immediate obedience. Punishment does not solve the problem, nor does it develop self-control.
- Help children solve conflicts by stating the problem, communicating what they (children and teachers) want to see happening, and giving choices of solutions.
- Interact with each other with respect and good humor. They solve problems together as examples for the children.
- Take time to listen to the children.

**Preventing Problems to Minimize Problems in the Classroom**

- The early childhood program is engaging, balanced and supervised.
- The room and materials are ready before the children arrive.
- Teachers make the rules clear, simple and age-appropriate.
- Teachers examine their expectations. Are they age and developmentally appropriate? Are expectations too high or too low?
- Teachers assess whether the room arrangement is conducive to good behavior.
- Teachers consider whether children should be broken into subgroups for certain activities.
- Teachers know what healthy behavior is for the child’s age.
- Teachers avoid practices that invite problems.

**Dealing With Problems**

Many problem behaviors originate when the classroom environment is not disciplined to fit the needs of the classroom. Teaching young children requires spontaneity – the ability to see and use everyday opportunities to help children solve problems, explore new materials and find answers to questions. It also requires constant thinking and decision-making on the part of the teacher.

- What can I expect of a child at each stage of development?
- How does a child learn at each stage of development?
- What do I know about each child that will help me individualize the program?
- What activities are appropriate and of interest for each child?
- Is the child ready for these materials or will they be frustrated?
- Is the room arrangement working or do I need to modify it?
- Should I intervene or should I step back and let the child try to resolve a given problem?
- What questions can I ask to help the child think through a situation?

**When disruptive behavior does occur, teachers will do the following:**

1. Warn the child and redirect him/her. Model the appropriate behavior. If he/she will accept redirection, warn him/her quietly that if he/she continues his/her misbehavior, he/she will be redirected from the situation.
2. Carry through with the warning.
3. Take the time to explain his/her feelings in an understanding way, state clearly and firmly the rules and the reason for the consequences.
4. Allow the child to return when he/she is ready to follow the rules.
5. Go with the child and help him/her be successful when he/she returns. In this way, he/she has the experience of substituting acceptable for unacceptable behavior.
6. Most importantly, notice when children do the right thing and comment favorably.

7. If the problem persists after the child has been given the opportunity to observe the appropriate behavior and been given an opportunity to successfully return to the group, notify the Director of the EBJ Early Childhood Education Center.
8. When analyzing disruptive behavior, teachers will think about the following:
  - a) Were expectations developmentally appropriate (e.g., length of time child is expected to sit in circle or in activity)?
  - b) Is the room arrangement conducive to good behavior (e.g., is there enough room for each child to sit or work comfortably)?
  - c) Is the activity best handled with subgroups rather than with the entire group?
  - d) Are directions and rules stated clearly and repeated often?

For situations where it may be warranted, TBS EBJ Early Childhood Education Center follows an expulsion policy that is provided to all parents.

## 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.

OOL/ GUIDELINES FOR POSITIVE DISCIPLINE/APRIL 2017

## EXPULSION POLICY

### **NAME OF CENTER: Eric B. Jacobs Early Childhood Education Center**

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

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

#### **IMMEDIATE CAUSES FOR EXPULSION:**

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

#### **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

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

#### **CHILD'S ACTIONS FOR EXPULSION:**

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

#### **SCHEDULE OF EXPULSION:**

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

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

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

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

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

**In accordance with NJ State Regulations for Licensed Early Childhood Education Centers the following represents Temple Beth Sholom Eric B. Jacobs Early Childhood Education Center's Policy for the Expulsion of Children**

TBS Eric B. Jacobs Early Childhood Education Center is committed to providing every one of its students a positive and fulfilling early childhood educational experience. Issues regarding student behavior are normal and expected in an early childhood setting, and are dealt with regularly and almost always successfully under the EBJ ECEC discipline policy. When disruptive or inappropriate behavior occurs, teachers will follow the Disruptive Behavior Policy, sections 1 through 8. We recognize however, that under extraordinary circumstances, it may be determined that a child should be temporarily or even permanently removed from the school. This can occur either because we are not meeting the needs of the child, or because the child is unable to conform his/her behavior in a manner appropriate to a school setting. Under this expulsion policy, a child may be permanently removed from TBS Eric B. Jacobs Early Childhood Education Center for behavior deemed unduly disruptive, dangerous, or otherwise highly inappropriate in a classroom, as well as for physically aggressive behavior.

"Physically aggressive" behavior includes, but is not limited to biting, pushing, kicking and/or hitting. The classroom teacher and/or the Director of Eric B. Jacobs Early Childhood Education will determine whether a particular behavior constitutes either "physically aggressive behavior" or inappropriate behavior which should be dealt with under this policy.

After carefully following section 8 of the Disruptive Behavior Policy and when a child continues to exhibit inappropriate or physically aggressive behavior, the child's parents will be notified immediately. A conference will be held with the child's parents, the classroom teacher, and the Director of the Eric B. Jacobs Early Childhood Education. This conference will be held within one (1) week of the first occurrence of the behavior in question. The purpose of this conference will be to inform the child's parents of the child's behavior, and to discuss strategies for dealing with the behavior. At this conference the Director of the Eric B. Jacobs Early Childhood Education may also make suggestions regarding places that the family can obtain help in dealing with the child's behavior.

If another incident of inappropriate behavior occurs, the classroom teacher may immediately remove the child from the classroom. The child's parents will be notified of the incident via telephone or personal contact or in writing the day of the occurrence. Depending upon the individual circumstances, the Director of the Eric B. Jacobs Early Childhood Education may require that the child be picked up and removed from school for the remainder of the day. If the Director of the Eric B. Jacobs Early Childhood Education determines that there is a safety concern, the child may be removed from the school for a period of time, not to exceed three (3) weeks. During this time, the Director of the Eric B. Jacobs Early Childhood Education will recommend an action plan so that the child can continue in our program without compromising a safe and secure environment for all of the children and staff.

Upon the child's return to school, the parents will be regularly apprised of the child's behavior. If the inappropriate behavior reoccurs, a conference will be held with the child's parents, the Director of the Eric B. Jacobs Early Childhood Education, and the TBS Eric B. Jacobs Early Childhood Education Center Board Chairperson. At this time it may be determined that the child be expelled from the school permanently, which is at the discretion of the Director of the Eric B. Jacobs Early Childhood Education Center.

# Medication Administration in Child Care Policy and Procedures

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

**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 provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.*

## **GUIDING PRINCIPLES and PROCEDURES:**

1. When ever 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 child care, 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.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care 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 child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center 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.
6. 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 child care.
  - ✓ Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
  - ✓ Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the child care center.
7. Examples of over-the-counter medications that may be given include:
  - ✓ Antihistamines
  - ✓ Decongestants
  - ✓ Non-aspirin fever reducers/pain relievers
  - ✓ Cough suppressants
  - ✓ Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
  - ✓ Inaccessible to children
  - ✓ Separate from staff or household medications
  - ✓ Under proper temperature control
  - ✓ A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

- 9. 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.
- 10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
- 11. 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. Samples of the forms used are attached to this policy and include:
  - ✓ Permission to Give Medication in Child Care
  - ✓ Universal Child Health Record
  - ✓ Emergency Contact Sheet
  - ✓ Medication Administration Log
  - ✓ Medication Incident/Error Report
- 12. 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.
- 13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child’s medication records maintained at the Center at any time.
- 14. 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.
- 15. Parent/guardian will authorize the Director or Director 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 Director 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.
- 16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director’s designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.
- 17. The Medication Administration in Child Care Policy will be reviewed annually by the following:

- 18.
  - Child Care Director \_\_\_\_\_
  - Licensing Consultant \_\_\_\_\_
  - Child Care Health Consultant \_\_\_\_\_
  - Parent/guardian \_\_\_\_\_
  - Other(specify) \_\_\_\_\_
  - Other(specify) \_\_\_\_\_

**REFERENCES:** Information for the Medication Administration in Child Care Policy was derived from the current *Manual of Requirements for Child Care Centers in New Jersey*

EFFECTIVE DATE OF THIS POLICY:	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE:	DATE:

*and Caring For Our Children—The National Health and Safety Performance Standards for Out-of-Home Child Care Programs, second edition.*

## The 5 Rights to Giving Medications to Children in Child Care

The 5 Rights	
<b>CHILD</b> <b>“Is this the right child— even though you think you know—you must check?”</b>	<ul style="list-style-type: none"> <li>• Do you know the child’s first and last name?</li> <li>• Is this the same child whose full name appears on the:               <ul style="list-style-type: none"> <li>✓ Health care provider form</li> <li>✓ Parental permission form</li> <li>✓ Medication container label</li> </ul> </li> <li>• When unsure as to the identity of the child:               <ul style="list-style-type: none"> <li>✓ Photo record of child to verify identity with the Director of the child care agency, or designee who knows the child to confirm the identity of the child</li> </ul> </li> </ul>
<b>MEDICINE</b> <b>“Is this the correct Medicine?”</b>	<ul style="list-style-type: none"> <li>• Does the label on the medication container match the name of the medication as it appears on the Permission to Administer Medication form?               <ul style="list-style-type: none"> <li>✓ The health care provider communication section</li> <li>✓ The parental permission section</li> </ul> </li> <li>• What is the expiration date on the medication container label? Has the medication expired?</li> </ul>
<b>DOSE</b> <b>“Are you giving the exact amount of medicine?”</b>	<ul style="list-style-type: none"> <li>• Does the dose follow the directions on the permission form and the medication container label?               <ul style="list-style-type: none"> <li>✓ The health care provider communication section</li> <li>✓ The parental permission section</li> <li>✓ The medication container</li> </ul> </li> <li>• Is the dose clearly stated?</li> <li>• Do you have the correct measuring device to give the medication?</li> </ul>
<b>ROUTE</b> <b>“Are you using the proper method to give the medicine?”</b>	<ul style="list-style-type: none"> <li>• How is this medication to be given? (By mouth, ear, eye, nose or applied to the skin)</li> <li>• Does the route of administration match in all the appropriate places?               <ul style="list-style-type: none"> <li>✓ The health care provider communication form</li> <li>✓ The parental permission form</li> <li>✓ The medication container</li> </ul> </li> </ul>
<b>TIME</b> <b>“Is it the correct time to give the medicine?”</b>	<ul style="list-style-type: none"> <li>• When was the last time the medicine was reported to have been given by the parent?</li> <li>• When was the last time the medicine was given as recorded on the Medication Administration Record?</li> <li>• Does the time match the instructions in all the appropriate places?               <ul style="list-style-type: none"> <li>✓ The health care provider communication form</li> <li>✓ The parental permission form</li> <li>✓ The medication container</li> </ul> </li> <li>• Are there specific instructions as to when or how the medication is to be given? Such as with food, on an empty stomach, or before/after eating.</li> <li>• If the medicine is to be given “as needed”, does the child have symptoms that match the directions on the health care provider communication and parental permission forms?</li> </ul>

In keeping with New Jersey's childcare center licensing requirements, we are obliged to provide you, as a parent of a child enrolled with this informational statement.

This statement highlights, among other things; the parents right to visit and observe our school at any time without having to secure prior permission; the school's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS).

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 available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at [https://data.nj.gov/childcare\\_explorer](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/](http://www.state.nj.us/dcf/).