

2020-2021

The Early Childhood Learning Center Parent Handbook COVID protocols



The Marion Mann Roberts Early Childhood Learning Center

Our state licensed center is a hands-on learning environment serving families with children from ages 2.5 weeks to 5. At the Lakeland Hills Early Childhood Learning Center we learn through play, socialization, and discovery.

Our weekly schedule consists of activities that help children adjust to a group learning environment. Children are encouraged to learn through discovery, experimentation and cooperation, with an emphasis on using their words to communicate their thoughts and feelings. Aiding in the development of social and emotional skills lays a firm foundation for future school success. When children are happy and confident in a school setting- the learning naturally follows.

Depending on the program you choose, your child's week could include: age appropriate academic readiness including: reading readiness, math, science, social studies, and pre writing mastery, Smartboard and tablet technology instruction, outside play, music, art, story time, age appropriate academic instruction, fine motor skills, gross motor skills and kindness goals.

We believe that being responsive to the needs of the entire family is what makes our program so special. Parents can have peace of mind knowing that their children are being cared for in a safe and nurturing environment. Each teacher designs a classroom-learning atmosphere promoting age appropriate academics, friendship and fun. The office doors are always open for discussions about your child or the program.

We offer full day programming, Monday through Friday, from 7:00 a.m. - 5:00 p.m., with a school day running between the hours of 9:00 a.m. - 3:00 p.m.

Our Pledge

The Early Childhood Learning Center's pledge is to offer high quality care, education, and programming, with lasting benefits to children, families and communities. The program has been researched, developed and evaluated by professionals with over fifty years of experience who have dedicated their careers to quality education for preschool through kindergarten age children.

Our staff of loving, caring and educated teachers will provide your child with stimulation of all of their senses, a love of learning and a positive self-image that will prepare them for a lifetime of experiences.

Our Philosophy

We intend to create a warm and happy place for children to learn in our caring, non-competitive, and positive environment. To bridge the gap between home and school and to get the most out of the time your child spends with us, we ask for a ***parent partnership***. We will provide group-learning opportunities while parents agree to provide one-on-one learning time at home. We will guide the children toward developing a positive self-image while building social and academic skills in a school setting.

Our age appropriate curriculum is designed to develop the "**whole child**" - spirit, mind and body. Sensory, motor, perceptual, social, language, physical and academic skills will be

introduced through a variety of activities and materials. We have discovered that children learn best by doing; "children's work is children's play"! When learning is fun and success is experienced, children become more self-assured and motivated toward a love of learning. When children are treated as individuals and given the opportunities to make choices, they become confident and eager to experience life with a positive "can-do" attitude. Based on this theory, classroom schedules will encourage active involvement, meaningful experimentation; teacher directed activities, reinforcement through repetition and creative play. Schedules are designed to balance structure and free choice, as well as active and quiet times.

As a state licensed center, our curriculum consists of mandated requirements, age appropriate academic/social/emotional recommendations from the Creative Curriculum, Grow NJ Kids, CATCH (Coordinated Approach to Children's Health physical plan), Healthy U nutritional requirements, and the American Academy of Pediatrics for developmental milestones. As an active member of NAEYC (National Association for the Education of the Young Child), our teachers and administrators participate in ongoing trainings and follow suggested standards. All children are assessed within the first few weeks of the school year in accordance with the Gesell institute screening system and, formally observed and evaluated throughout the year. Parents are invited to conferences at the end of January and progress reports are distributed twice per year to communicate student achievement.

While, initially, children are grouped according to age, early assessment allows teachers and administrators to confirm that all children are placed in classrooms that best meet their learning styles and individual developmental needs. If classroom/teacher changes are necessary to ensure a more successful school experience, parents will be alerted.

Taking into account a child's alertness, awareness and eagerness to learn/absorb information after a good night's sleep and a healthy breakfast, our full day program takes advantage of exposing children to a variety of academic, social, and enrichment activities in the morning hours under the guidance and expertise of their Head Teacher. Outdoor time, lunch and rest follow. After waking from rest time, the Head Teacher conducts follow up activities to the morning curriculum and wrap up the days events/activities/lessons. They prepare the children for the exciting transition to afternoon recreation time. Our talented, enthusiastic and excited Teacher's Aides arrive in the afternoon. Keeping in mind that most children have put in a full day's work by 3pm, staff provide the children with creative outlets, physical outlets, and many opportunities to choose what they would like to do. In summary, our AM hours are devoted to curriculum learning while our PM hours are packed with good old fashioned children's play, noise and laughter after a day of 'school'.

Our Staff

Our diverse staff consists of teachers with a great love of children. In teaching tolerance and kindness, it is important that our staff reflect the world around us. Having such a wonderful mix of people from different backgrounds, races, colors and religions opens a child's eyes and hearts to all the terrific things that make people different and the same.

Marianne Lomauro, Associate Executive Director
April Ryder, Early Childhood Learning Center Director
Head Teachers
Teacher's Assistants
Teacher Aides

- Full Day Director:*** Planning, programming, staff training, administrative and overall running of full day programs.
- FT Head Teachers:*** Planning and programming for the individual needs of his/her class.
- Teacher Assistants:*** To assist teachers in planning and implementing the daily schedule and to act as Head Teacher in case of his/her absence.
- Teacher's Aide:*** To implement lessons and activities during afternoon hours.

Our head teachers are selected for their creativity, enthusiasm, experience and education. You will find their dedication to their profession the best in our service area. Teacher assistants and aides have also been chosen for their creativity, love of children and experience. All of our staff participate in staff orientation and attend ongoing training workshops and seminars.



PROGRAM OPTIONS

Our unique curriculums are based on the following ages:

*Pre-Kindergarten: 4-5 years of age (4 by Oct. 1st and fully potty trained)

*Preschool: 2 ½ -4 years of age

Our full day program is offered Monday-Friday from September through August. Hours are from 7:00 a.m.-5:00 p.m.

Hours are 7:30 a.m.-5 p.m. during July & August

Our Partial Day program offers a split schedule instead of a full week program.

*Pre-Kindergarten: 4-5 years of age (4 by Oct. 1st and fully potty trained) MWF 9-12 or 9-2

*Preschool: 2 ½ -4 years of age TTH 9-12 or 9-2

SCHOOL YEAR 2020-2021			
			Monthly
Full Day program	Partial Deposit	1-Jul-'20 Balance of deposit	Sept '20 - August '21
Member	\$200	\$950	\$1150
Non-Member	\$200	\$975	\$1175
MWF 9-12			
Member	\$200	\$190	\$390
Non-Member	\$200	\$205	\$405
MWF 9-2			
Member	\$200	\$360	\$560
Non-Member	\$200	\$375	\$575
TTH 9-12			
Member	\$200	\$60	\$260
Non Member	\$200	\$70	\$270
TTH 9-2			
Member	\$200	\$245	\$445
Non-Member	\$200	\$255	\$455

*\$200.00 payment/partial deposit is due at the time of registration and is non-refundable and non-transferable.

*A \$10.00 late fee will be added to payments received after the due date. Continuous late payments will result in denial of school privileges. All payments are due on the 1st of the month.

*Cash payments can be brought to the front desk for an immediate receipt. Credit cards can be used to pay balances on-line through our website at www.lakelandhillsymca.com or through monthly bank drafts.

Parent Participation

We value the active involvement of parents in our program. Parent involvement enables the children to see their parents as important and concerned members of the school environment. It also provides parents with opportunities to view their child interacting with teachers and peers. Ways to participate include:

- Becoming a parent committee volunteer
- Sharing cultural information or special talents
- Showing interest in the items your child brings home
- Maintaining good communication with the teachers and director daily by sharing what is going on in your child's life, so we may provide extra support and encouragement when needed.
- Working on numbers and letters at home for reinforcement and practice as well as the arts of kindness and manners.

Communication

Our center attempts to be as 'paper free' as possible. Here are the items that you can find on the **parent social Media page** or, that would be emailed directly to the email address you provide:

- Monthly center memos and reminders
- Monthly classroom calendars
- Monthly photos and videos
- Classroom daily schedules
- School year important dates to remember

Office Hours and Phones

The center is open from 7:00 a.m.-5:00 p.m. (*please note: summer program during the months of July and August begin at 7:30 am*) Early morning drop off will be in one location. Around 9:00am the children will begin to break up into their classrooms with their teachers.

If you'd like to speak to your Head Teacher or set up a time to speak with her, please leave a message on April's extension. Email addresses to reach the Head Teachers will be provided at the start of the school year. The email address for the Program Administrator is: aprilr@lhymca.com. As a 'hands on' administrative staff, there is not always someone in the office to pick up the desk phones. If you need to speak with someone immediately and it cannot wait for a return call, please call 973-507-7027. An administrator or Head Teacher always has this phone with him/her. In the event you cannot reach staff at these extensions and it is a true emergency, you can ask the front desk to have the Early Learning Center staff paged.

Parking

Please respect all parking lot signs and practice safety while in the lot. Parents are to park in legally designated spaces.

Snow Days

In the event of severe weather, the Early Childhood Learning Center may experience a delayed opening or a closing. You can check the YMCA website at www.lakelandhillsymca.com, call the hotline at (973) 334-0091, and/or 'friend' us on Facebook. You can also sign up for mobile alerts. **DO NOT CALL THE FRONT DESK** as they may not have the most updated closing information.

Emergency Cards

In case of an emergency, it is very important that we be able to reach each child's parents or an emergency contact. Emergency cards are filled out with 3 local emergency contacts and returned to school. The cards are kept in each classroom's first aid kit. Parents are responsible to alert us of any changes. Please check with individuals before listing them as emergency contacts. Individual should know how to get to the YMCA.

Emergency Procedures

Depending on the type of emergency, the Early Childhood Learning Center will follow either emergency evacuation or lock down procedures.

Emergency Evacuation Plan

State requirements mandate that the center practice evacuation drills monthly to make sure that all staff and children are prepared for an emergency. In addition, the YMCA holds 2 practice evacuations a year to evaluate the safety and awareness of its members.

Should we need to evacuate the building, we will follow emergency evacuation procedures and the Mountain Lakes Police Department will aid us in relocating the children and staff.

When we are safely in place, we will contact parents. We will also post our location on the LHYMCA's website in addition to Facebook communication. Further information will be given to the media such as local TV and radio stations.

Lockdown Plan

If weather conditions become too dangerous for travel or the outdoor environment becomes hazardous, we will follow lockdown procedures. The children and staff will stay inside the building until it is deemed safe for travel by emergency personnel.

Should the inside facility become hazardous, staff is trained in providing a calm, safe environment as we enter into lockdown procedures. We will remain in this mode until we are instructed that the environment is safe and secure. Parent cooperation is necessary during lockdown. Please do not attempt to enter the center until instructed by emergency personnel, the media, the website, or a Y representative.

Arrival & Departure from the Center

The Early Childhood Learning Center is state licensed between 7:00 a.m. and 5:00 p.m. Dropping off earlier or picking up later than the stated hours is not permitted.

Walk your child up to the side door for drop off and please call 973 507 7027 10 minutes before pick up so we can have your child ready and waiting for you. If another family is being

dropped off or picked up at the same time as you please maintain a 6ft distance and all people over the age of 2 are required to wear face coverings.

Policy on the Release of Children

- 1) Children will only be released to parents/guardians and those authorized by the child's legal guardian. Authorized adults are to be listed on your registration packet under "Emergency Pick-Up/Authorization" and on classroom emergency cards. Please let your head teacher and the office know about any changes in your authorized pick-up list. If someone not on your authorized list is picking up, a note must be written to your head teacher giving your permission. Verbal notification is discouraged for safety and security reasons.
- 2) Any adult who is not recognized by center staff will be asked to show a form of government identification.
- 3) Staff evaluate all those who enter the center to pick up a child. If a staff member feels that a child's safety may be compromised if released to any individual, that staff member has the authorization to refuse release of the child. An emergency contact will be called and the situation documented. DYFS will be notified.
- 4) Your child must be picked up by dismissal/closing time. After dismissal/closing, there will be a late pick-up fee of \$1.00 per minute will be charges. A Late Fee Form will be filled out by a staff member and will require the pick-up person's signature. Late Fees must be paid with the next month's tuition. More than 3 late pick-ups will result in termination from the program for the remainder of the school year.
- 5) If a child is still present at 5pm, parents will be telephoned. If staff cannot reach the parents, they will try to contact those on the emergency pick-up list until someone is found to pick up the child. After an hour, if no contacts have been reached, Child and Family services will be notified. This is a state licensing policy and will be strictly enforced.
- 6) The Early Childhood Learning Center cannot legally deny access or release of a child to either parent/guardian unless there is an active restraining order on file or specific schedule of court ordered visitation rights. If the situation is unclear, we request that the family obtain the proper court documents.
- 7) Monitoring your child at drop off and pick-up time is vital for your child's safety and the responsibility of the parent or child's authorized adult guardian . Parents should keep their children within their view **at all times**. Please do not allow your child to run through the parking lot.

Health Procedures

If your child is sick and will be staying home, please call to inform the office. Keeping the Center informed of illness allows us to inform other parents. You will be notified if your child is exposed to any communicable diseases at school.

The staff is responsible for observing each child daily for signs and symptoms of illness. If your child develops any of the symptoms or illnesses listed below, you will be called to take him/her home. If a child does not have a specific illness but is not able to participate as he/she usually does, you will also be called for pick up. Please make arrangements to have someone available to pick up your child **within one hour** for the safety of other children and staff, and for the comfort of your own child.

In case of illness, accident, or injury, we will make an immediate attempt to contact the child's parent. Current work, home and emergency phone numbers must be updated and available to center staff at all times.

YOUR CHILD IS NOT ABLE TO ATTEND CLASS IN THE CENTER WITH ANY SYMPTOMS OR ILLNESSES LISTED BELOW:

Diarrhea	Chicken Pox/Shingles	Yellowish Skin or Eyes
Mumps	Strep Throat	Difficulty or Rapid Breathing
Head Lice **	Vomiting	Unusual Spots and Rashes
Impetigo	Tooth Ache	Severe Headache/Stiff Neck
Ear Ache	Bacterial Meningitis	Unusual Behavior/Less Active
Rubella	Grey or White Stool	Unusual Dark or Tea Colored Urine
Pertussis	Sore Throat or Trouble Swallowing	Severe Coughing (Croup/Whooping)
Pink Eye	Discharge from Eyes or Nose	100 Degree Fever or Higher
Measles	Severe Stomach Cramps	Ringworm
Lethargy	Severe Pain or Discomfort	Bronchitis

Your child must remain symptom free for 24 hours, or be on an antibiotic for 24 hours before they may return to school. If a child contracts any of the illnesses listed above, please report to us immediately. The Director may request a doctor's note stating that the child presents no risk to himself/herself or others before returning to school.

Children up to 59 months of age are required by the State of New Jersey to have an annual flu vaccine between September-December 31st. If a child is exempt from the flu vaccine due to medical or religious reasons, please forward documentation to the office.

****Lice/Nit policy:** The Early Childhood Learning Center has a no-nit policy. After a child is initially identified with a case of lice, he/she will be dismissed from the center so treatment can be administered. The child will be readmitted to the center the next school day only after a re-check by a center staff shows that there are no nits. Head checks will continue for the 21 day incubation period.

If, after the 21 day incubation period, the same child is identified with lice/nits again, he/she will not be readmitted to the center for 14 days. This time frame will allow for a treatment, and then a follow up treatment. A credit/refund of tuition will be given for the time the child remains out of the center in order to be nit and lice free.

Anyone who is traveling to a state that is currently on the NJ advisory list or who has been in contact with anyone who is experiencing Covid symptoms is required to quarantine for 14 days.

A negative covid test does not change the quarantine time. There will be no credits issued for missed time.

Medication

Please notify your head teacher if medication was given to your child before school. For any medication to be given, either orally or topically, a medication consent form must be filled out completely by the parent or legal guardian.

Over the Counter Medication

Over the counter medication such as Tylenol, cough syrup, Calamine Lotion, etc., will be given to a child on the following conditions:

- The parent fills out a medication consent form.
- The medication is brought into school in its original manufacturer's container.
- The expiration date on the container is current.
- Parent requested dosage does not exceed the recommended dosage for the child's age or weight as indicated on the label of the medication. This can only be done with a signed note from your doctor.
- Medication is to be brought home when the treatment is complete. Medication not taken home will be discarded.

Prescription Medication

Doctor prescribed medication will be given to your child on the following conditions:

- A medication consent form is filled out by the parents.
- The medication is brought in its original container with a pharmacist's label containing the following information:
 1. Child's Name
 2. Physician's Name
 3. Directions for Dosage
 5. Filled date
 6. Name of Medication
 7. Expiration Date
- Prescribed medication will sent home at the end of each day.



MEDICATION CONSENT FORM

CHILD'S NAME: _____

CHILD'S CONDITION FOR ADMINISTERING MEDICATION:

Cold Rash Ear Infection Teething
 Injury Sore Throat Other:

NAME OF MEDICATION: _____

Prescription Non-Prescription Doctor's Approval Required

NAME OF DOCTOR WHO PRESCRIBED: _____

AMOUNT TO BE ADMINISTERED: _____

TIME (S) MEDICATION TO BE ADMINISTERED: _____

DATES MEDICATION TO BE GIVEN _____ THRU _____

REFRIGERATION NECESSARY? YES NO

POSSIBLE ADVERSE REACTIONS: _____

DATE (S) ADMINISTERED	TIME (S) ADMINISTERED	ADVERSE REACTIONS OBSERVED	STAFF MEMBER'S INITIALS

- Is all of the above information complete?
- Is medicine in the original container with the prescription label on it?
- Is the child's name on the container?
- Is the date of the prescription current?
- Is the name of the drug, dose, and administration schedule given on the label the same as the instructions given by the parent?
- Has the medication been placed out of reach of the children?

- This form is only good for two weeks and must then be re-signed by the parent.

Parent Signature _____ date _____

First Aid

Occasionally accidents occur. We will remedy minor injuries with an ice pack, or appropriate cleaning procedures and a band-aid. When first aid is needed, you will find a "boo-boo report" in your child's mailbox. The boo-boo report will give you the specifics of what happened, and what first aid was given.

If an emergency occurs, we will contact you as soon as possible and take measures needed to secure the safety of your child. For this reason, it is important that you leave us up to date phone numbers for work, home and cellular phones.

Any injury to the head or face requires the center to contact the parent (even slight/minor injuries).

All full time staff, and administrators, is CPR, AED and First Aid Certified.

Allergies - EPI Pens

For your child's safety please inform the office and head teachers of any severe allergies or special instructions.

If your child has an EPI Pen, the following procedures are required:

- Prescriptions are labeled with named, physician and instructions. Parent completes and signs the allergy Action Plan, complete with a doctor's signature. The allergy action plan will be displayed in the classroom for staff reference with the child's photo for easy recognition.
- We are a 'peanut friendly' center. Because peanuts and peanut products can cause life-threatening symptoms for those with severe allergies, the Lakeland Hills Family YMCA has taken steps to try and prevent any allergic reactions by choosing not to serve peanut butter or peanut products for snack or in cooking projects. While we will not knowingly serve peanuts or peanut products for snack or in cooking products, children are able to bring these items from home for their own consumption. Classrooms with food allergies will be asked for parent's cooperation in helping us to manage them.

Allergy action plans are located on the parent pages of our website. It should be completely filled out and returned to school with any meds or epi pen so that we may keep your child safe while in our care.



Immunization Records

State law requires a complete physical examination record be on file prior to your child starting his/her first day of school. Immunization records and physical exams must be **UPDATED YEARLY AND SIGNED BY YOUR CHILD'S DOCTOR. There is no reduction in program fees for days missed due to incomplete records.** State law requires that each child enrolled at the Early Childhood Learning Center:

- Be fully immunized (including HIB vaccine) in accordance with the American Academy of Pediatrics
- Be in the process of being fully immunized or
- Have a physician's statement that immunization is contraindicated for medical reasons
- Have the parent or guardian's statement that the child has not been immunized due to religious beliefs.
- Provide documentation of a flu vaccine given between September 1- December 31 each year until the age of 59 months.

Quick Tips

1. The Full Day Program begins promptly at 9:00 a.m. If you drop off your child after the beginning of class, please know that they may be missing important instruction.
2. If you need to speak with your Head Teacher about specific questions and concerns, please schedule a time. Drop off/pick up can be a busy time and, scheduling a time will ensure her undivided attention to you and your concerns and it allows her to keep the class on schedule.
3. Toys from home are limited to Show & Tell days.
4. Please dress your child for comfort and for the day's weather as we go outdoors for play unless it is raining. Secure footwear is needed to prevent injury.
5. Please bring a complete change of clothes including shirt, pants, socks and underwear packed in a Ziploc baggie with your child's name on it. Please keep it in your child's backpack or teacher-designated area. Label all of your child's belongings.
6. Evaluations are distributed in February and June. This gives us suitable time to get to know your child and his/her capabilities. The evaluation will measure your child's performance throughout his/her school experience.
7. The **hot lunch program** is included in all full day classes. You can send a drink and a little snack if you would like or water will be provided by the center. Registration for lunch program is based on a school year- not month to month. **Changes, additions, or deletions**

to the lunch program are made by the 15th of the month and will go into effect the next immediate month. If you do not wish to participate in the hot lunch program, please pack a nutritious lunch for your child. Candy should be left at home. *Please refer to our Nutrition and Physical Activity Policy.* Microwaves are available in each room.

8. Snack is given to children in the morning and in the afternoon. While meeting the children's varied preferences and tastes, the center makes every effort to offer healthy snack options. There are occasional treats mixed in. Water is the drink offered with milk and 100% juice served moderately. The weekly snack calendar is posted in your classroom, on the information board outside of the office, and by the illness board. Copies are available upon request
9. Breakfast is not served in the center. We ask that all parents ensure that children have a healthy breakfast at home.
10. A small blanket and fitted crib sheets are ideal for rest time. Storage space is limited, avoid large/bulky items. Items must be taken home every Friday for washing. All personal items should be marked with your child's name and placed in his or her cubby.
11. Please let teachers know about any important or unusual family situations or changes that may affect your child. This enables us to provide the proper support and encouragement during difficult times.

Nutrition and Physical Activity Policy

In order to provide the best care for your child, we use the following guidelines for all children enrolled in our program and ask for parent participation in implementing healthy habits at home as well. Our goal is to prevent childhood obesity and to foster good nutrition habits with plenty of opportunities to be physically active in order to grow, learn, and thrive. Obesity rates have doubled in children and tripled in adolescents over the last two decades with physical inactivity and excessive calorie intake as the predominant causes. The YMCA encourages families to eat smart and move more to maintain healthy bodies.

At the Early Childhood Learning Center, we provide an environment that promotes and protects children's health, well being, and ability to learn by supporting the areas of healthy eating and physical activity. We will engage parents, guardians, health professionals, staff, and the children themselves, into such policies.

All children in our center will have the opportunity, support, and encouragement to be physically active on a regular basis. Music, movement, sports, games, stretching, etc. are incorporated into a large portion of our daily events. Children will also participate in outdoor play at least 2 times daily. Most weather conditions are safe for children to be outside so, please send the appropriate 'weather' clothing to school each day. If your child cannot participate in physical activities you must bring a note stating limitations so that we can make reasonable accommodations.

The Early Childhood Learning Center, with the help of the Healthy U program initiative will provide nutrition information and physical education classes to foster lifelong habits of healthy eating and physical activity.

We ask parents who provide their own lunches to send items that are appealing to their child. Become familiar with the nutrition requirements established by local, state, and federal regulations- meet at least the minimum. Offer a variety of fruits and vegetables and serve them regularly. Did you know that children need to be exposed to foods many times before they will accept them? Ensure that half of the grains served are whole grain. Please keep in mind the size of a child's tummy. Keep this in mind when sending in birthday treats also. Our staff will encourage children to eat their food each day- but will not force a child to eat. Uneaten lunch items (if sent from home) will be sent back home.

Early Learning Center Staff will not serve candy to the children. If a child brings it to school with their lunch, it will be returned home.

Babysitting Policy

Staff is not permitted to baby-sit for any child enrolled in the center. Please refrain from placing staff in an uncomfortable position by honoring this policy. Staff is aware of the risk of termination if they are involved in babysitting for center children.

Discipline Policy

The Lakeland Hills Early Childhood Learning Center has devised policies for behavioral limits and discipline to promote consistency throughout all of our classrooms. The goal of our program is to emphasize respect for self, and a respect for others.

The purpose of discipline is to teach self-control with an emphasis on encouraging good choices. Talking about feelings, empathy and what kind of behaviors are acceptable, helps children to understand how their behavior can effect themselves as well as others around them.

It is important for children to realize that there may be consequences that are directly related to their misbehavior. When children are held responsible for their actions, they learn to become more independent and self-sufficient.

The Lakeland Hills Early Childhood Learning Center operates under the following policies:

- No punishment, including spanking, will ever be used.
- No child shall be subjected to cruel or severe punishment, or verbal abuse, including shaming, frightening or humiliating.
- No child shall be denied food, toileting or rest privileges as punishments.
- No child shall be punished for soiling, wetting or not using the toilet.
- We have implemented a "kindness" curriculum into our center to help children learn and encourage appropriate social behavior
- The YMCA has a "Bullying Task Force" that meets periodically to keep informed of programs, trainings, and procedures that emphasize a cooperative environment. The YMCA staff are sensitive to situations that fall under the "bullying" definition and follow strict policies and procedures to terminate those behaviors. Acts considered to be bullying will be documented and parents contacted by the Program Director. Additional consequences would be determined based on the situation.



Positive Discipline

- We believe a child develops with love. It is important to build a relationship of caring, trust and mutual respect so a child feels comfortable in his environment.
- It is our intention to give each child a sense of responsibility for his actions, an understanding of expected behavior, and positive reinforcement to increase self-esteem and give him success.
- We will recognize and praise appropriate and positive behaviors.
- Children will be encouraged to practice self-control by teachers setting clear, consistent and realistic limits.
- Staff will model and encourage children to respect the feelings and rights of others.
- We will redirect negative behavior by discussing our expectations and by offering choices to achieve positive behavior.
- We will treat each child as a unique individual.
- We practice the S.T.A.R. program using thoughtful responses to negative behavior rather than emotional reactions.
- We will use the following methods toward positive behavior:
Explaining & Redirection: This is the technique we use most in disciplining. We explain why a behavior is not acceptable and what our expectations are, then redirect the child to behave in a positive manner.

Natural Consequences: Children need to understand that there are consequences to their behavior and the staff makes every effort to match those consequences to the behavior. For example, if a child continues to throw his/her snack on the floor (after being spoken with and modeled a positive alternative), the staff member and the child will, together clean up the snack on the floor.

Praising Positive Behavior: We always compliment a child when he/she displays acts of kindness or behaves within the class rules. Positive reinforcement is a key element toward positive behavior.

Ignoring: Sometimes a child acts out simply to gain attention. Some behavior can be ignored if it is not overly disruptive or does not threaten the safety of another child or themselves.

Reflection Time: When the child's behavior is too disruptive to the other children, or the child needs a quiet place away from the group, the child is removed from the setting to regroup and calm down. Staff will speak with the child explaining expectations and why the behavior is not allowed, and how we can work together to make better choices.

The center stresses the importance of the parent partnership when trying to assist children with behavioral struggles. While we practice the steps listed above, every child is different...what works for one, many not work for another. Staff rely on parents to be the experts in dealing with their child and are kept in close communication for suggestions and ideas. Consistency in expectations between home/school makes correcting behaviors easier for the child to handle.

Expulsion Policy

As a state licensed center in the state of New Jersey, we have been asked to include the following expulsion policy in our parent information handbook and to enforce it according to code. (Code 10:122-6.8)

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- at the discretion of the Director

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- at the discretion of the Director.

SCHEDULE OF EXPULSION

If the remedial actions 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 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 child's parent (s):

- Make 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

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'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.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation on premises.

Recommendation of evaluation by local school district child study team.

- **The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.**

Special Concerns Policy

At the Early Childhood Learning Center, our focus is always in the best interest of each child in all stages of development. Throughout the year, our experienced teachers monitor and evaluate each child's academic, physical, social, emotional and behavioral development. Teachers are well trained in spotting warning signs in children who may have difficulties that block the learning process. When such signs appear, our first step is documentation. We will monitor and evaluate to gain insight and determine developmental and behavioral patterns. A conference will be held with the parents, teacher and director. Resources will be shared and recommendations made. In keeping with our Parent Partnership, we are hoping for full parent cooperation. Early intervention is the best way to aid a struggling child and get him/her on the proper track for continued education.

The director reserves the right to determine if this is the correct environment for the child.

Toilet Training Policy

We believe that toilet training must be worked on at home as well as at school. Consistency is key when potty training.

When a child shows signs that he or she is ready to train, we will begin working on sitting on the toilet. Signs of readiness include telling the parent or caregiver that they are wet or dirty, pulling up and down on their own pants, or any kind of interest in visiting or sitting on the toilet.

The children will be taken to the bathroom on a consistent schedule throughout the day. They will be encouraged to try the potty and pull their own pants up and down. Children will be rewarded for trying as well as succeeding.

Dressing your child in "potty-friendly" clothing is an important part of training. Clothing such as sweat pants, leggings, dresses, or any other kind of pant with an elastic waist is easy for the children to do themselves. Belts, suspenders and onesies are too hard for the children to manipulate, and slow the child down when in a rush to get on the potty. If the child is left frustrated because of difficulty in dressing and undressing, it could delay the training process.

Parents are encouraged to teach children to dress themselves, and follow the same routine as we do at school. When the child sees that there is a consistent schedule to follow, he or she will be more likely to train quickly and with little apprehension.

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. 10:122), 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 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'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/lifesafety; 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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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. Page 1 of 2

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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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/ and select Publications.

Curriculum/Developmental Milestones for Pre School

2 year olds

September thru November:

- ✓ Getting used to school rules and routines
- ✓ Cleaning up after one's self, taking care of personal and school property
- ✓ Learning where things go and how to put things away
- ✓ Lining up
- ✓ Hallway etiquette and safe walking to and from classroom
- ✓ Feed oneself completely
- ✓ Uses words and language to communicate rather than noises, crying, etc
- ✓ Uses manners 'please', 'thank you'
- ✓ Imitate simple procedures and help with simple tasks
- ✓ Begin to realize that his/her actions can make others laugh
- ✓ Knows and tells own first name
- ✓ Know the difference between food and non food items
- ✓ Uses different art mediums
- ✓ Recognize and name some colors
- ✓ Recognize and name some shapes
- ✓ Can take turns
- ✓ Can hold attention long enough to look through a book independently
- ✓ Recognizes/recalls names of familiar people
- ✓ Fine motor skill development: two finger pick up, muscle development, squeeze, rips, tears
- ✓ Understands size order: small, medium, large
- ✓ Scribbles
- ✓ Makes a habit of washing hands after toileting, eating, etc...
- ✓ Builds simple tower with blocks
- ✓ Controlled running
- ✓ Kicks a ball

December thru February:

- ✓ Asks direct/simple questions
- ✓ Increasing attention span for teacher directed lessons- about 3 minutes
- ✓ Uses pronouns and plurals correctly
- ✓ Name 5-10 familiar objects
- ✓ Beginning to talk about feelings and mental states (recalls and remembers)
- ✓ Demonstrates some remorse when caught not making the best choices
- ✓ Can work/function socially in small group settings, as well as in large group/class setting
- ✓ Recognizes sounds in the environment
- ✓ Knows some numbers but not always in the correct order
- ✓ Begins to understand "If/Then" relationships- consequences
- ✓ Able to match simple shapes- circles and squares
- ✓ Demonstrates simple problem solving

- ✓ Can share
- ✓ Carries out 2 component commands
- ✓ Is able to follow simple directions/listening skills
- ✓ Imitates actions of others in make believe play
- ✓ Is able to hold a cup successfully in one handed grip
- ✓ Walks up and down the stairs holding onto support

March thru May:

- ✓ Uses minimum of 3 to 5 word sentences
- ✓ Repeats/recalls simple rhymes
- ✓ Asks to use the toilet/initiates pottying almost every time
- ✓ Begins to assign roles during imaginative play (“You be the mommy”, etc)
- ✓ Answers correctly when asked if he/she is a “boy” or a “girl”
- ✓ Avoids dangers: hot items, moving cars, etc
- ✓ Sorts by colors
- ✓ Dresses one’s self with assistance
- ✓ Helps to ready one’s own sleep area and put items away
- ✓ Can pour and spread
- ✓ Throws a ball overhand/overhead
- ✓ Toileting with little assistance
- ✓ Fine motor: stringing
- ✓ Can hold safety scissors and free form cut (fringing)





Curriculum/Developmental Milestones for Pre School

3 year olds

September thru November:

- ✓ Getting used to school rules and routines
- ✓ Cleaning up after one's self
- ✓ Lining up
- ✓ Hallway etiquette and safe walking to and from classroom
- ✓ Feed oneself completely
- ✓ Pack and unpack one's lunch
- ✓ Walk up and down stairs independently
- ✓ Walk on tiptoes
- ✓ Throw an object
- ✓ Can state own name, age, gender
- ✓ Increase attention span to 4-5 minutes
- ✓ Prefer playing with other children rather than alone
- ✓ Demonstrating curiosity
- ✓ Retains and recalls information presented at an earlier time
- ✓ Recognizes primary colors and exposed to complimentary colors
- ✓ Exposure to simple time concepts (time of day, days of week, etc)
- ✓ Simple problem solving
- ✓ Able to name numbers in order (rote)

December thru February:

- ✓ Uses large vocabulary
- ✓ Uses action words in conversation
- ✓ Asks direct questions
- ✓ Answers direct questions
- ✓ Able to cooperate with others
- ✓ Likes to do things "myself"
- ✓ Uses pronouns and plurals correctly
- ✓ Recalls and repeats simple rhymes and songs
- ✓ Uses words and language to communicate feelings
- ✓ Uses manners (please, thank you) on a regular basis
- ✓ Practices making good choices and understanding concept of consequences
- ✓ Can take turns
- ✓ Can share
- ✓ Makes a habit of washing hands after toileting, before and after eating
- ✓ Can work/function socially in small group settings, as well as in large group/class setting

- ✓ Substitute one object for another in pretend play- abstract thinking
- ✓ Carries out minimum of 2 step command
- ✓ Able to dress one's self
- ✓ Participates in imaginative play situations
- ✓ Matches similar shapes and objects
- ✓ Can follow visual demonstrations for folding papers
- ✓ Can successfully cut in a fringe pattern

March thru May:

- ✓ Uses proper grammar the majority of time
- ✓ Understands and can demonstrate positional words/directions
- ✓ Fully potty trained and independent in the bathroom- without teacher prompting
- ✓ Can identify and state last name
- ✓ Can spontaneously enter play/welcome play with children in a group
- ✓ Represent some numbers with objects
- ✓ Match/group objects with the same function
- ✓ Understands size order- small, medium, large
- ✓ Identifies opposites
- ✓ Matches patterns and can create a simple AB pattern
- ✓ Can catch a ball/object
- ✓ Safely walk up/down stairs with alternating feet





Curriculum Milestones for Pre K

Pre-Kindergarten

September thru November:

- ✓ Getting used to school rules and routines
- ✓ Speaks in more than 5 word sentences with proper grammar
- ✓ Prefers playing with other children and can cooperate consistently
- ✓ Separates from parent without crying
- ✓ Can relate a simple experience
- ✓ Takes care of all personal needs with no reminders/assistance
- ✓ Tells a short story
- ✓ Acts as though a doll/animal thinks and feels- through imaginative play
- ✓ Cares for classroom equipment and uses it purposefully
- ✓ Demonstrates hallway etiquette and safely walks to and from classroom
- ✓ Always uses words and language to communicate feelings
- ✓ Consistently uses manners on a regular basis
- ✓ Cleans up after one's self- learns where things go and puts items in their proper place
- ✓ Spells one's first name
- ✓ Curious- wants to know what happens next
- ✓ Grasps concept of time- time of day/recalls days of week
- ✓ Ability to compare and contrast opposites
- ✓ Likes to assist teacher in classroom tasks and 'jobs'
- ✓ Differentiates between fantasy and reality
- ✓ Holds a pencil correctly
- ✓ Draws with the proper placement of the arm, not small hand movements
- ✓ Builds a tower of at least 7-9 blocks
- ✓ Can prepare and clean up one's own rest area
- ✓ Uses utensils during meals appropriately

December thru February:

- ✓ Works independently and in various group sizes
- ✓ Increased attention span to allow for lessons- 5-10 minutes
- ✓ Makes good choices and accepts consequences
- ✓ Can change into and out of clothing unassisted
- ✓ Writes first name successfully
- ✓ Takes appropriate turns in conversation
- ✓ Act out elaborate events which tell a story

- ✓ Uses regular tenses and past tenses of verbs correctly in speech
- ✓ Pretends to play using imaginary objects
- ✓ Attempts to bargain/compromise
- ✓ Recognizes all primary and complimentary colors- can mix primary to create complimentary as well
- ✓ Consistently retains and recalls 3 step commands
- ✓ Identifies situations that would lead to happiness, sadness, or anger- demonstrates empathy
- ✓ Stays with a task from start to finish without losing focus
- ✓ Counts and demonstrates simple math concepts
- ✓ Learns through teacher instruction and through personal exploration
- ✓ Can identify the written names of friends
- ✓ Catches a bouncing ball
- ✓ Attempts to skip
- ✓ Put together simple puzzles
- ✓ Successfully cuts simple shapes
- ✓ Controlled coloring in the lines of a variety of sizes
- ✓ Count by memory AND represent numbers 1-10 with objects

March thru May:

- ✓ Enjoys rhyming and nonsense words- can identify and recall rhyming words
- ✓ Can state full name, address, phone number, and birthdate
- ✓ Enjoys games with simple rules
- ✓ Demonstrates problem solving skills, especially in conflict situations
- ✓ Spells one's own last name
- ✓ Proper right and left awareness
- ✓ Understands concepts of months and seasons
- ✓ Recognizes all letters and recalls all corresponding letter sounds
- ✓ Sorts objects by size, shape, and color
- ✓ Successfully puts events in sequential order
- ✓ Recalls basic parts of a story- characters, plot, main idea, etc
- ✓ Recognizes simple sight words
- ✓ Combines letter sounds to read simple sight words and simple sentences
- ✓ Small percentage of pre k student will begin reading starter books
- ✓ Able to write most capital and lower case letters
- ✓ Draws simple shapes
- ✓ Writing skill development of strokes, size control
- ✓ Writes first and last name with size control
- ✓ Draws people with bodies
- ✓ Count by memory AND represent numbers 11-20 with objects



**FULL DAY SCHOOL CLOSING DATES
2020/2021 SCHOOL YEAR**

Thanksgiving	Thursday & Friday, November 26 th & 27 th
Holiday Break	Thursday, December 24 th –Friday December 25 th
New Years Break	Thursday, December 31 st -Friday January 1 st
President's Day	Monday, February 15 th
Good Friday	Friday, April 2 nd
Memorial Day	Monday, May 31 th
4 th of July (for summer participants)	*Monday, July 5 th
Shut Down Dates	*Monday, August 30 th - Labor Day

*Dates subject to change with advanced notice

I acknowledge the receipt of this school-closing schedule.

Parent's Signature _____ Date _____

INFORMED CONSENT

1. In case of a medical emergency, I will be called. If circumstances require, the Rescue Squad will be notified. The YMCA staff will respond as necessary until the squad arrives. In the event that hospitalization is required, I give my consent for treatment by a qualified physician. I agree to assume financial responsibility for such treatment.
2. I hereby assign and grant to the Lakeland Hills Family YMCA (and/or its clients) all rights of every kind and character whatsoever to copyright and/or use, reuse, publish photographs or the name and/or likeness of me in which may be included, in whole or part, of composite or reproduction thereof in color or otherwise, still or moving, without restriction as to changes or alterations, for any commercial print, social media or advertising purpose whatsoever, with no time restriction.
3. In the event of any type of emergency or injury we will contact the parents immediately. We will always attempt to contact you on the phone number that we provided. We will also contact you via email and when possible during an emergency we will be able to contact you via an automated text message.
4. Parents of participants in our center are permitted to take photographs and video of their child. However, these photos and videos are to be used for personal use only. It is against our center policy for you to post photos or videos of any child other than your own on any type of social media or advertising media.

Parent's Signature: _____

Date: _____

LAKELAND HILLS EARLY CHILDHOOD LEARNING CENTER
SWIMMING, GYM, OUTDOOR, NUTRITION, PHYSICAL,
EVACUATION CONSENT FORM

Child's Name: _____

Child's Birthday: _____

_____ I give permission for my child to attend gym classes at the YMCA

_____ I give permission for my child to attend swim classes at the YMCA

_____ I give permission for my child to utilize the outdoor playground and the outdoor grounds for curriculum development as the daily schedule allows.

_____ In the event of an emergency evacuation, my child will be removed from the YMCA grounds and I will be notified.

_____ I understand that my child's lunch is to refrain from containing candy.

_____ I do not want my child to participate in gym classes at the YMCA.

_____ I do not want my child to participate in swim classes at the YMCA

I understand that in order for my child to take swim classes, he/she must be fully toilet trained (accident free for 2 full weeks or, if an accident occurs, we begin the 2 week mark again) and at least 3 years old. There are no exceptions to this rule.

If your child does not begin swimming in September, proper notification must be given to the teacher when the child is ready to begin (either the child is turning 3 or the child has become potty trained). Please advise your child's teacher one month prior to him/her turning 3 and/or bring potty trained.

Parent's Signature

Date

PAYMENT AND ENROLLMENT POLICIES

1. **Deposit:** A non-refundable, non-transferable deposit equal to one month of tuition is required before a child may begin the Full Day program. \$200 is due at the time of registration and the balance of the deposit is to be paid by July 1st. It can be dropped off at the front desk or mailed to the Y, attention Full Day Bookkeeper. Balance of deposits not received by the due date will result in forfeit of child's space in the classroom.

Registrations received on or after 7/1 will require a full one month deposit to be paid at the time of registration.

Deposits will not be returned should the child not begin our program. Please see item #9 for use of deposit.

2. Payments are due the 1st of each month. I understand that I will not be billed for tuition but, if an email address is provided, will receive a computer generated payment reminder email. A receipt will be given upon payment.
3. Payments can be made in the following ways: at the front desk, on the website, or, by placing a credit card on file with the childcare bookkeeper for automatic debits. Please pay by the scheduled due dates to avoid a \$10 late fee..
4. A service charge of \$25.00 will be placed on any check that does not clear. If a second check does not clear, a \$50.00 service charge will be placed on your account. A third check not clearing may result in the termination of your child's enrollment.
5. There are no payment credits issued for sickness, vacation days, holidays, and inclement weather .
6. Please arrive by the established ending time of your program to avoid a late fee of \$1.00 per minute. This fee will be charged to your next scheduled payment for children picked up after closing. Your signature is required on the late fee form the day that you are late. Three late pick-ups may result in termination of service.
7. All necessary forms must be completed and returned to the Director before your child may attend school.
8. Please note that the Full Day Program runs from September through August. Proper notification (4 months) must be given if you intend to remove your child from programming for the summer - or you may lose your September enrollment.
9. The one month deposit will be applied to the final month of child(ren)'s enrollment. Notification is required before the 1st of the month in which the child is leaving so the bookkeeper can use the deposit in place of expecting to receive a payment. **Credits/refunds are not issued if a child leaves a program prior to the end of the month. (Deposits will only be used if proper notification is given, as previously stated - it is non-refundable and non transferable.)
10. All participating children are required to have a medical form signed/stamped by a doctor/nurse accompanied by updated immunization records. (The medical form expires 1 year from the date of the physical exam.) Annual flu shot documentation is needed by 12/31. It is the responsibility of the parent to have a new medical form signed, each year, at the child's physical exam and to forward the updated form to the Early Learning Center.

I have read and understand the Payment and Enrollment Policies.

Parent's Signature _____ Date _____

ACKNOWLEDGEMENT OF RECEIPT OF IMPORTANT DOCUMENTS

I acknowledge the following: (please initial by each one):

- _____ I understand that my one month deposit is non refundable and non transferable. As stated, Deposit will not be returned should my child not begin the program, and, once participating In the program, I will notify the Director by the 1st of the month in which we are leaving to Utilize my deposit in place of making a monthly payment.
- _____ The Early Childhood Learning Center Parent Handbook which states goals, philosophy, curriculum, and policies is located on the YMCA website. I will read it fully and know I am responsible for following all procedures.
- _____ A copy of The Information to Parent's Statement from the State Licensing Department of New Jersey is in the registration packet that I was given.
- _____ I signed the Informed Consent Policy and know that a copy is available on the website.
- _____ The Discipline Policy and State of New Jersey Expulsion Policy is included in the on line parent handbook. I will read it thoroughly.
- _____ I am required to present an up to date copy of immunizations and Universal Health form signed by a physician before my child may begin attending the Early Learning Center. I will also submit updated forms every year thereafter.
- _____ If my child is between 6 months and 59 months of age, he/she is required to have a flu shot between September 1st- December 31st each year. I will provide this documentation to the office.
- _____ I have been given a copy of the Payment Schedule and Policies when I registered. A copy is in the on line handbook.
- _____ I have been given a copy of the closing dates for the upcoming school year and a copy is also available in the on line handbook. I know the start date of my program, the end date of my program, and the days that the center will not be open.
- _____ If my child has an allergy, I will download an Allergy Action Plan and return it to the office, before our first day, so staff can appropriately care for my child.
- _____ I have signed the Outdoor/Playground/Swim/Gym/Emergency Evacuation Permission Form and a copy is available in the on line handbook.
- _____ I understand that it is my responsibility to keep up to date on Early Learning Center Closings/delays in one of the following ways: check the YMCA website, sign on to The YMCA Facebook page for automatic alerts, call the hotline at 973-334-0091.

I understand that I am responsible for knowing the information contained in these documents and that I am responsible for upholding all policies, schedules and contracts.

Parent's Signature _____ Date _____

Director's Signature _____ Date _____