

Family Handbook





Our Mission Statement

The mission of The Nursery at Our Lady of Sorrows School is to provide high quality child care benefiting the child, the parent, the staff and the community.

The Nursery at Our Lady of Sorrows School provides a loving, supportive, safe and educational environment for families who need infant and toddler care for their children. It is our goal to offer a value based program that meets the intellectual, social, emotional, and physical needs of each child.

The Nursery at Our Lady of Sorrows School wants all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring, and learning with others in a fun, safe and healthy environment.

A Welcome From the Director

Dear Parents,

It is my privilege to welcome you to The Nursery at Our Lady of Sorrows School family. I look forward to working with you and your family. I am very proud to be the director of such a high quality infant/ toddler program and to be able to share in the care and education of your child.

I understand that each and every family is unique as is each child that comes to The Nursery. I do not believe there is a one size fits all program, so we value each of the individuals that create our center community. The entire staff at The Nursery work closely with parents to create a community, in which we practice social responsibility, contribute to each other's lives and work together for the greater welfare of all. Our belief in the concept of community unites our families.

At The Nursery we value the active involvement of parents in our program, through committee and classroom participation. I invite you to involve yourselves in our program as your schedule allows. Through our partnership with parents, I know your child's experience at The Nursery at Our Lady of Sorrows School will be what you want it to be – an experience in which your child is loved, cared for and encouraged to develop.

If you have any questions or concerns, you can contact me anytime. My door is always open for you to visit. I can also be reached by phone or email anytime. Thank you for the opportunity to share our program with you and your family; and thank you for sharing your child with us.

Again, Welcome to The Nursery at Our Lady of Sorrows,

Bonnie Hughes
Director

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Programs

Programs at the Nursery

Our Infant Room

The Nursery wants to be partners with you the parent. You are trusting us with your baby and we want to earn that trust. Our infant program provides a loving and nurturing environment for 6-week to 18-month-old children. This full-time program allows the children to develop a sense of security with their environment.



In the Infant room each child has an Individual Plan. We believe that you as parents should be the people making the decisions about your baby's day at The Nursery. Whether your baby eats or sleeps on a schedule or on demand, we will support your decision and follow your directives. Teamwork between home and the infant room is vitally important. The needs of infants are ever changing, making communication among adults essential to support each child's care and education.

From birth, babies are learning at an amazing rate. They are investigating sights, sounds, and textures. At The Nursery we provide a rich environment full of opportunities to actively explore and master their world. They are surrounded with attentive caregivers who respond to their needs, fill their day with responsive interactions and language, and give each baby the nurturing so important to develop a sense of trust. Our infants are read to, held, played with, challenged and loved throughout their day. Reaching, grasping, kicking, holding, pulling, creeping, crawling are all encouraged with the younger infants. Older infants work on walking, feeding, gripping, throwing, climbing, pushing and pulling. All babies explore texture, color, patterns, size, shape, taste and weight. Cognitively they learn object permanence, spatial relationships, cause and effect and problem solving. Through adult-child conversations, reading, fingerplays, songs and music the infants are immersed in a language rich environment. Infants explore art, movement, pretend play and role playing. Each infant's day is full of diverse, developmentally appropriate activities designed just for them.

Each infant is provided with their own crib or cot depending on their age and readiness. At feeding time, the younger babies are always held when having a bottle. When they are ready for solid food we have small, individual high chairs to encourage self-feeding skills. When parents decide that their child is ready for finger food, The Nursery provides nutritious snacks and food is sent in from home to assure continuity of feeding and food choices.

We provide gentle care to meet the daily needs of diapering, feeding, and sleeping. By earnestly working to meet the infant's basic needs, we create a healthy and safe environment. We believe diaper time is a time for wonderful interactions with the infant. The caregivers view this as a special one on one time when they can spend time talking with the babies and further developing a sense of trust. Each family provides the diapers, wipes and ointments that they wish to be used. Every infant is changed every two hours or more often if needed.

Although you are away from your child during the day, you will know what their day was like through the daily report you will receive at the end of each day. This report lets you know about diaper changes, feeding, naps and notes about what your baby did while at The Nursery. The daily report supplements the conversations you will have with the caregivers each day. Our caregivers try to always be available either at drop off or pick up times and can be called anytime during the day.

Infant Primary Caregivers and Ratios

Each baby at The Nursery has Primary Caregivers. The Primary Caregivers oversee the care of no more than four babies. Although all the Caregivers in the infant room know and care for all the babies, the primary caregivers ensure that the needs of their primary children are met, including:

- Feeding the child and following their individual feeding schedule
- Diapering the child
- Recording any unusual incidents involving the child and ensuring that the child's parents are informed of them

If a parent has any questions or concerns, their child's Primary Caregivers will be happy to discuss them. All changes in your baby's schedule, feeding requirements, etc. should be communicated to one of the Primary Caregivers. These changes should also be noted on the child's individual plan.

Infant Sleep positions and Crib Furnishings:

The American Public Health Association and the American Academy of Pediatrics have written guidelines for child care centers called Caring for Our Children – National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. They suggest using the following rules regarding infant sleep position and surroundings:

- ❖ Infants under 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib.
- ❖ Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
- ❖ All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
- ❖ If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest.
- ❖ The infant's head shall remain uncovered during sleep.
- ❖ Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).
- ❖ When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- ❖ Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices shall not be used.

Families can request to sign a release for use of Crib Furnishings. Families may also request an Infant Sleep Position Release which must be signed by a doctor and both parents. Both of these releases are highly discouraged for the safety of your infant.

The Infant Room is Shoeless: Shoes are NOT to be worn in the Infant rooms. Please remove your shoes before entering the room to drop-off and pick-up your child to help keep the floor clean, as the infants spend a good amount of time crawling and playing on the floor. If you prefer, or are not wearing socks or stockings, you can wear provided shoe covers, over your shoes. Bare feet are not allowed in the Infant rooms. "Infant Room" only slippers may be kept at the center as another option.

Our Toddler Room

Toddlers are beginning to control their world. They are asking the adults in their world to “help them do it all by myself”. During this wonderful time they are developing many self help skills including feeding themselves, using the toilet, dressing themselves, drinking from a cup, etc.. Our toddler sized environment removes many of the obstacles to learning these skills. At The Nursery our tables and chair, cubbies, cots and shelves are designed for toddlers. Our toilets and sinks are child sized, not adult sized with stools. Many of our learning activities focus on skills needed to manipulate buttons, zippers and snaps. Our toddlers are encouraged to try to put on their own coats, shoes, socks and clothing. We believe that through patience and breaking tasks into small steps most toddlers can learn appropriate independence. A consistent program of developmentally appropriate activities helps to nurture a positive “can-do” attitude.

The toddler room is full of materials that promote further language development. There are alphabet and phonic activities, early math materials. The toddlers experience art through many mediums including crayons, markers, paint, finger-paint, clay, etc. Our art activities are child directed allowing the child to develop actual skills and experience art mediums on their own as opposed to learning to copy an adult made prototype.

Small and large motor skills are improved and refined throughout the program. Many manipulatives such as large legos, link-its, and puzzles are always available for the toddlers to chose. Movement activities take place through scarf play, circle time, balls and fingerplays, all of which help develop the child’s large motor skills. Our playground is equipped with age-appropriate equipment allowing the toddlers to climb, jump, slide, run and ride. Weather permitting the toddlers go outside at least twice each day.

In the toddler room, snack and lunch are served as a group activity. Each day there will be a morning and afternoon snack, provided by The Nursery. The children can either bring their own lunch or lunch can be ordered at an additional fee from the elementary school. Snack and lunch times are special opportunities for the toddlers to learn social skills and manners. The children learn to set the tables, sit nicely and clean up when they are done eating.

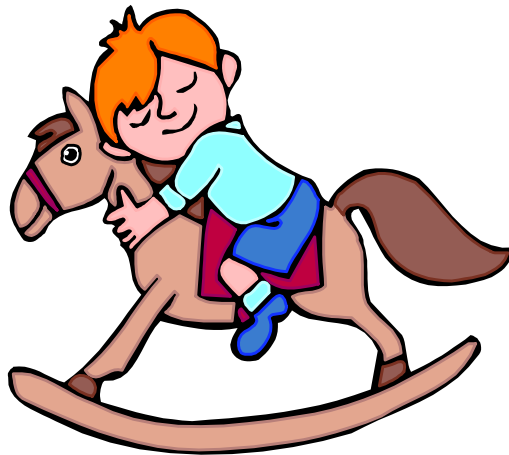
Naptime is in the early afternoon shortly after lunch. Each child is provided their own toddler-sized cot. Families are encouraged to send in a blanket and small pillow if desired. The lights are turned down and quiet music is played to help the children rest. The caregivers are happy to rub backs to help the toddlers to fall asleep. No child is forced to sleep. After resting on their cot for thirty minutes, a child who does not sleep is allowed to choose a quiet activity until naptime is over.

Toilet Learning

An important accomplishment during the 18 months in the toddler room is toilet learning. The most important factor in making this experience successful and as low stress as possible is a partnership between parents and caregivers. Through this partnership we support the child. Many factors enter into the decision of when and how toilet training should occur. A child must be physically, mentally and emotionally ready before training can begin. Most positive toilet learning only occurs when the child shows signs of readiness and interest or curiosity. We do not coerce children or use punishment for accidents. We have a toilet learning policy and a checklist that parents and caregivers work on together. You will be provided this information in your Welcome to the Toddler room packet.

Toddler Primary Caregivers and Ratios

As in the Infant Room, each child in the Toddler Room has Primary Caregivers. Each Toddler Caregiver has primary responsibility for no more than six toddlers. Toddler Primary Caregivers interact with and care for all the children in the room but each Caregiver ensures the needs of their primary children are fully met. They also are the main contacts for the child's parents. By having a Primary Caregiver we can assure the consistency of care every child and family deserve.



Enrollment procedures at The Nursery

Parents interested in enrolling their child at The Nursery must submit a Pre-enrollment form with a \$100 registration fee. Upon acceptance of the Pre-enrollment parents will be required to complete an enrollment packet and sign the enrollment contract before the spot is guaranteed.

The following forms must be on file for enrollment to be complete:

- Pre-Enrollment Form
- Universal Health form and Immunizations Record
- Child's Developmental History
- Emergency Medical Authorization
- Emergency Contact Information
- Authorized Pick Up Form
- Photography Permission Form
- Allergy Information
- Handbook receipt acknowledgement
- Signed Parent Contract

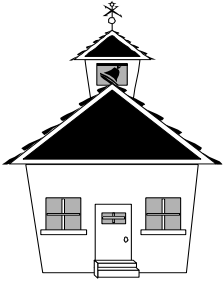
No child can attend The Nursery without the above named forms on file prior to their first day.

Nondiscriminatory Policy

Our center complies 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)

Tuition Policy

- ❖ There is a \$100.00 non-refundable enrollment fee for all first time enrollments, payable with your completed pre-enrollment form. Your weekly tuition fee is to be paid in advance and is due on Friday for the following week. Payment of your weekly tuition is expected no later than close of business on Monday. After that day your account will be charged a late payment fee of \$25.00 per week. Failure to pay your tuition or any other charges when due gives The Nursery at Our Lady of Sorrows the right to terminate child care services after one week.
- ❖ A security deposit equal to two weeks tuition is required when signing this contract. The security deposit may be used for the last two weeks of care providing proper notice was given and your account is in good standing.
- ❖ The Nursery at Our Lady of Sorrows' operating hours are from 7AM to 7PM Monday through Friday. You must notify The Nursery if you will be picking up your child late. The fee for late pick ups is based on the current fee schedule.
- ❖ The charge for returned checks is \$45.00. After two returned checks, only cash or money orders will be accepted.
- ❖ There will be no adjustments to your weekly tuition for any reason, including holidays, sickness or vacation days. Payment is expected in full.



Transitions

At The Nursery at Our Lady of Sorrows we understand that every new beginning in both a child's and family's life is very important and can be difficult. We are committed to helping everyone involved in each transition feel comfortable and to make the transition as smooth as possible.

The initial transition to The Nursery from home

The transition from home to child care can often be very difficult for families. It is a time to adjust to new routines, new people and new procedures.

- By providing each family with as much information as possible on the program, including The Nursery's policies and procedures we hope to make the transition as easy as possible.
- We also work with you to meet the caregivers, visit The Nursery and your child's room, meet other families and anything else that will help make your first days as stress free as possible.
- We gather information from you about your child through our Child History Inventory to help us know your child's preferences, habits and development prior to their first day.

We understand that leaving your child in a new environment can be very stressful and we provide many options to ease your worry.

- We have a parent room, where you can stay while your child visits alone for the first time.
- We have internet cameras which allow you to observe your child through out the day from any computer hooked up to the internet. There is no additional charge for this service.
- Each room has a telephone allowing you to call throughout the day to see how your child is adapting.

Our staff is experienced in "first" days and will help you and your child feel comfortable.

The transition from Infants to Toddlers

As your child grows and develops he/she will need new challenges and social interactions. Around the age of 18-20 months your child will be ready to "move up" to the Toddler Room. The timing of this transition will be determined by many factors including chronological age, developmental readiness and space availability. At The Nursery at Our Lady of Sorrows, the transition to Toddlers is done gradually allowing the child to guide us. Some children transition quickly and others may take a few weeks before they feel comfortable in the new environment. The Infant caregivers, Toddler caregivers, the Director and parents keep in constant communication during the process. You are encouraged to be an active participant in the transition process.

The transition to Preschool

When your child is old enough to leave The Nursery and move on to preschool, we will work with your family to help you with your decision and to help make the transition smooth. If your child will be going on to Pre-K at Our Lady of Sorrows we can arrange visits during the spring so your child can meet their new caregivers and see their new classrooms.

Arriving and Departing The Nursery

Parking and Entering the Building

All families must park in the lot on Fourth Street and walk along the sidewalk next to the elementary school building, then in-between the school and the Nursery. Families are to enter The Nursery by the FRONT DOOR only. **There is no parking on Academy Street for The Nursery, including for drop off and pick up. There is no access to the front door from Academy Street.** Parking on Academy Street will result in a written warning. After three warnings enrollment may be terminated.



Please hold your child's hand at all times in the parking lot and crossing the street.

Arriving and departing are often the most difficult and stressful part of the day for you and your child. Keep in mind that the staff are used to dealing with all types of behavior at these times and have many ways of helping the children and families during these times.

Arrival

The Nursery opens at 7:00 a.m. each morning. Upon arriving at The Nursery you use your private door code to open the front door. Then you "clock" your child in on the Procure time clock. It is also required that your child's arrival time be recorded on the attendance sheet in their classroom. Parents **must always** accompany their children **in** and **out** of their classroom. The caregivers do their best to greet you when you arrive, but if they are busy when you arrive please be sure to make contact with a caregiver. Please make sure to share any information that will help the caregivers care for your child; in turn they will share information about your child's day.

Guidelines for a Smooth Separation

When you arrive at The Nursery, plan to spend a few minutes with your child. Seek out a familiar adult or favorite activity. When you leave, be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and parent to separate. When you depart, your child may cry and protest. This is part of the normal developmental process of establishing an independent and autonomous existence, separate and apart from parents. The intensity of a child's distress seems to depend mainly on the child's personality and temperament. Children may show this kind of behavior at the initial separation. As they become familiar with the caregivers and routines in the classroom their protest will taper off. If you are experiencing difficulties in this area, please let one of the caregivers know. You are always welcome to remain at The Nursery until you feel ready to leave. We have a parent lounge for your comfort.

First Day of School:

If your child has never attended day care before please feel free to come a little early and spend some time helping your child adjust. After the first day it is best to develop a routine in the mornings to help your child prepare for the day ahead. If your child cries when you leave please don't keep running back to them. You are welcome to spend time in the Parent Lounge until you feel comfortable leaving your child. Within the first 10 minutes their crying will usually taper off. If it doesn't we will contact you. Adjustment periods vary, but most children are fully adjusted and accustomed to the day care routine within the first 2 weeks.

Departure

Parents sometimes find it difficult to get their child to leave at the end of the day. It is important for the parent not to feel rejected or unneeded when this happens. In fact, the child may be feeling more secure with a parent present, and may feel freer to participate in activities with other children. If possible, it is helpful for the parent to come into the room and tell the child that they will be leaving soon. Take the time to stay with your child at The Nursery when time permits. However, if a speedy exit is necessary, tell the child that it is time to go and stick to the decision. Our caregivers will support you by telling your child it is time to go. If you have questions, caregivers are able to help with this process. Only an authorized adult may pick up your child from The Nursery.

Policies on the Release of Children

- ❖ The Nursery at Our Lady of Sorrows will not release a child to any person other than his/her parents, legal guardians or those people listed on the Authorized Pick Up form or the emergency contact form filled out at the time of enrollment unless the child's parent or guardian notifies The Nursery in advance, following the guidelines below:
 - If the person picking up the child is listed on one of the forms, the parent or guardian must notify The Nursery verbally. Written notification is preferred.
 - If the person picking up the child is NOT listed on this form, the parent or guardian must notify The Nursery in writing, by filling out an Alternate Pick Up Form.
 - Photo identification will be required of any person picking up my child.

- ❖ If a particular non-custodial parent has been denied access, or granted limited access, to the child by a court order, documentation to this effect must be submitted to the Director who will 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) appear 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 following procedures will be followed:
 - The child will not be released to such an impaired individual
 - Staff members will attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - If the center is unable to make alternative arrangements within one hour, a staff member will call the Division's 24-hour Child Abuse Hotline to seek assistance in caring for the child

- ❖ 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, staff members will attempt to contact the parent(s) or person(s) authorized by the parents. If after an hour or more of closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline 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.

Visiting

The Nursery has an open door visitation policy for parents. Parents are always welcome to drop in at any time and are encouraged to spend time at The Nursery when they have time. Please keep in mind that once you arrive your child naturally regards you as the foremost authority figure. To make the time pleasant for all, please help the caregivers and your child by continuing to follow the guidelines and practices that the caregivers use for all the children throughout the day. If you are unsure of what is appropriate don't hesitate to ask. The caregivers will be happy to help. There may be occasions when visiting your child is a disruption to other children; please remember to consider the needs of others. Thank You.

Communication

Communication is key to any successful relationship. Therefore, the program promotes an open channel of communication in many ways.

- ❖ Sign-in/out sheets – The room daily sign-in/out sheets must be filled in every day. This is to ensure the safety of all children and is used in emergency situations.
- ❖ Written communication—Daily Experience Sheets (DES) will be filled out for every child at The Nursery. The DES will include information about eating, sleeping, diapering or toileting as well as a snapshot of your child's day. Parents are asked to fill out the top portion at the beginning of each day.
- ❖ Verbal communication – Daily verbal communication between parents and Caregivers is encouraged. This can take place in person or through telephone calls.
- ❖ Intake Meetings – Intake meetings are conducted by the Director prior to the child entering the program. This is a time for parents to share pertinent information, to ask questions and become familiar with policies and philosophies.
- ❖ Parent meetings – Parent meetings and workshops are offered as a resource to parents and to respond to community needs.
- ❖ Classroom visits – Parents are encouraged to visit, share books, and share their special talents.
- ❖ Family events – Family events are held during the year to encourage families to join together in a social manner and provide a sense of belonging to the "program."
- ❖ Newsletters – Each month the Director and/or classrooms will provide a newsletter for parents. It may include items such as school events, policy reminders, changes in procedures, hints on child rearing, information about books and articles on parenting.



Mail

Please take a minute each day to check your mail slot for newsletters or notices, bills or statements and notes from your child's caregivers. Important information concerning your child will be recorded and a copy will be placed in your mail slot. Any accident or injury is written up and a copy is left in your mail slot, general messages and information about special events and programs are left in your mail slot. Your child's completed daily sheet can be found on the child's clipboard.

Phone Calls

Besides calling to let us know when your child will be absent, we also encourage you to use the phone anytime you have a question or concern about your child or the program, or if you just want to see how they are doing that day. If you have anything to discuss that will take more than a minute or two the caregiver may need to arrange to call you back at a mutually convenient time. The extensions for each room are:

Infants-201

Toddlers-202

Director's office-200



Conferences

Your child's caregiver will periodically give you a written evaluation of your child's development at The Nursery with an invitation for a follow up parent-caregiver conference. You are, of course, welcome to schedule a conference any time you wish to have a private discussion about your child for any reason. We urge parents/guardians and our staff to discuss significant events or situations that may affect your child at home or at The Nursery to help ensure children's needs are met.

Daily communication with staff is encouraged.

Sharing Important Information

We hope you will feel comfortable enough to share important information with us that will help us care for your child the best way possible. Some examples are: If a loved one died, or a pet died, maybe you started off the day with a fight, a pending divorce or separation, maybe someone new moved into the house. Having this kind of information will give the caregiver a frame of reference for meeting your child's needs. Important information will help us to help your child. Sometimes children will have behavior issues when they are trying to work through things that they can't verbalize. Everything you share with us is confidential and the information will not leave The Nursery.

Illness Policy

Children in any child care setting average eight to ten respiratory illnesses in the first few years. We recognize that illnesses can be stressful for the parent and the child. However, our program is only equipped to serve "well children." The decision as to what constitutes "ill" will be based on the observation of the Caregiver, Nurse and/or Director.



The Nursery is proactive in the fight against the spread of illness. This includes consistent practices of hand washing, cleaning and disinfecting. In addition, the following guidelines have been established to determine whether a child is to be admitted or allowed to stay in the program on a particular day. Each child will be observed upon arriving to the program and throughout the day. If the health of the child is in question, the child will not be permitted to stay.

Illnesses/Communicable Disease Policy

Under no circumstances will The Nursery serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

- Confined to home under a health care provider's immediate care; or
- Admitted to a hospital for medical care and treatment.

The Nursery will not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to The Nursery unless medical diagnosis from a health care provider, which has been communicated to The Nursery in writing, indicates that the child poses no serious health risk to himself/ herself or to other children. Such illnesses or symptoms of illness include, but are not limited to, any of the following:

- Severe pain or discomfort
- Acute diarrhea, characterized as twice the usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- Two or more episodes of acute vomiting within a period of 24 hours
- Oral temperature of 101.5 degrees Fahrenheit or over or auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling; or
- Stiff neck

Once the child is symptom-free for 24 hours **without medication**, or a health care provider indicates that the child poses no serious health risk to himself/herself or to other children, the child may return to The Nursery.

- If a child who has already been admitted to The Nursery manifests any of the illnesses or symptoms of illness specified above, We will remove the child from the group of well children to a separate room or area, until:
 - He or she can be taken from The Nursery; or
 - The director, nurse or a designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group
- The Nursery may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at The Nursery.
- The Nursery will not permit a child with an excludable communicable disease, as specified in the table below, to be admitted to or remain at The Nursery, until:
 - A note from the child's health care provider states that the child, has been diagnosed and presents no risk to himself, herself, or to others;
 - The Nursery has contacted the Communicable Disease Program in the State Department of Health and Senior Services, or the local health department pediatric health consultant, and is told the child poses no health risk to others;
 - If the child has chicken pox, The Nursery obtains a note from the parent stating that all sores have dried and crusted.

Table of excludable Communicable Diseases

Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenza	Giardia Lambia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

Attendance by children known to be infected with Human Immunodeficiency Virus (HIV)

- The Nursery will admit a child known to be infected with HIV (also known as HTLV-III or LAV), the virus that causes Acquired Immunodeficiency Syndrome (AIDS).
- The Nursery will not exclude a child known to be infected with HIV in order to protect him or her from possible exposure to the infectious diseases of other persons at The Nursery
- The Nursery will not exclude a child solely for the reason that such individual lives with or is related to a person known to be infected with HIV
- The director will maintain the confidentiality of any child known to be infected with HIV
- The Nursery will not require the routine medical screening of children in the center to detect the presence of HIV.

Prevention of Illness

Because young children are vulnerable to infectious diseases, we encourage you as the parent to be aware of our health policies as stated. Prevention of illnesses or contagious diseases is critical. We encourage you to:

1. Do a brief assessment of your child's health each morning. Please do not bring a sick child to The Nursery.
2. Provide disposable as opposed to cloth diapers.
3. Provide disposable wipes.
4. Be aware that low-grade fevers may be associated with an infection or illness, and not "just teething".
5. Keep front office and classroom emergency cards up-to-date.
6. Dress your child appropriately – according to weather, etc.
7. Be aware that on short notice you may have to pick up your child due to illness.

Administration of Medication

Medication can be administered by the staff at The Nursery. We do ask that you speak with your child's physician to see if a medication's dosing can be adjusted so that the medication can be administered at home. An Administration of Medication form must be completed by both the parents and the physician for both prescription and non-prescription medications. The medication must be brought to The Nursery in its original container clearly labeled with the child's name and with a valid expiration date. It is recommended that copies of the medication form be kept in the glove compartment so as to have one available when at the physician's office. The form is also available on our website. The Nursery does accept faxed forms from a physician.

Medication that is to be given on an as needed basis must also have a signed form. Any medication form is only valid for a maximum of ninety days. If your child requires medication for severe allergies an action plan should be filled out on an annual basis. Copies of all forms can be obtained from the office. We at The Nursery are more than happy to administer medication but will not administer Tylenol, Advil, etc for teething unless a form is completed by a physician.

Sanitation Procedures

At The Nursery we follow all Universal Precautions to reduce illnesses and maintain a healthy environment for the children and families.

Parents must supply **disposable** diapers and wipes. All changing areas have running water and are disinfected after each use. Caregivers wear fresh gloves each time they change a diaper. Every precaution is made to keep the diaper changing areas as germ free as possible and to avoid any chance of cross contamination.

Toys are removed from the environments and sanitized immediately if they have been mouthed by a child. Tables and chairs are washed and sanitized before and after eating and at other times during the day as needed. Our shelves and toys are cleaned and sanitized frequently. All machine washable items are washed at least once per week or more often if necessary.

Clothing & Belongings

Please dress children in clothing appropriate for the season as we play outdoors everyday if the weather is not too severe. Please include: boots, waterproof mittens, hat and snow pants for the winter. Boots are still important for the wet spring weather and muddy ground. In the summer include extra shorts and tee shirt or a swimsuit for water play. Children should always have a full change of clothes in their cubby. PLEASE LABEL your child's clothing and belongings, especially items which could be mixed up with another child's, especially outerwear.

To enable the children to play safely please do not send them in open toed shoes or slings. Jackets and "hoodies" may not have a drawstring. Please avoid sending your child to school with necklaces or hoop earrings.

We ask that all clothing be appropriate for child care. All clothing should be appropriate for active play and messy play. We do many fun and messy activities. Although children always have access to smocks and are asked to wear them for messy types of activities, there may be mishaps. We don't want to ruin anything that is special to you or your child. We ask that you leave at least one complete outfit for your child, including extra socks, shoes and underpants at school. Since children grow so fast, it is important to check the fit and weather appropriateness of these extra clothes from time to time. **Always label everything with your child's name.**

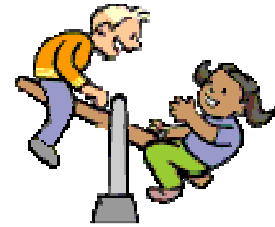


Aside from a cuddly doll or stuffed animal for naptime; playthings, food & candy, money or other articles from home should be left at home or in the car because of the difficulties they create. Money or other small articles are easily lost, one child having candy or gum can be a big problem leading to others feeling deprived or causing arguments. Some parents prefer their children not have sweets so sending enough for everyone is not a solution. The caregivers need and appreciate your help in following this policy.

Outdoor Play

Outdoor play is a special part of the child's day at The Nursery. Fresh air and exercise are important to the total health of your child and to our curriculum.

We have our own playground and we go outside every day that the temperature or wind-chill is zero or above and there is no rain or sleet (Infants go outside when it is 45 degrees or warmer and there is no significant wind, rain, sleet or snow). Children well enough to be in the Center are well enough to go outdoors. You are asked to make sure your child is dressed for the weather conditions and has appropriate outdoor attire.



Birthdays and Other Celebrations

We love birthdays at The Nursery. We do special things for the birthday child. We encourage healthy treats be brought in to share with the class (please make sure there is enough for everyone and keep food allergies and nut-free in mind). For suggestions on snacks, see the director or caregiver. Please make these arrangements in advance to avoid any conflicts.

No birthday invitations can be given out in class unless all the children are invited. If all are invited you may place the invitations in each child's mailbox. This avoids hurting the precious feelings of our little ones.

In the toddler room we love to celebrate and we will have parties. We will have sign-up sheets for food and supplies for each celebration. We ask that you sign up for whatever you would like to donate on the sheet.

Center Closings and Absences

Holidays

The Nursery is closed for the following holidays:

- New Year's Day • Martin Luther King's Birthday •President's Day •Good Friday
- Memorial Day •Independence Day •Labor Day •Columbus Day
- Thanksgiving (Wed at Noon, all day Thursday and Friday) •Christmas Eve and Christmas Day

If a holiday falls on a Saturday or Sunday, The Nursery will close on Friday or Monday.

Snow Days / Emergency Closings/ Other Closings

While every effort will be made to keep the center open, for the safety of our staff, parents and children, due to inclement weather or if there is some unforeseen emergency, The Nursery will be closed at the discretion of the Director in conjunction with the Pastor of Our Lady of Sorrows. We will notify parents as early as possible regarding any such closings. Parents are required to arrange pick up for their child within one hour of being notified to avoid late pick up fees.

Family Vacations

Please notify us in advance when you plan to take vacation. You are expected to pay the full weekly tuition and prepayment should be made to avoid late fees or losing your spot.

Discipline Policy

All children are precious. We never call a child bad. We never tell a child that he or she has done a bad thing. Bad is not a part of our vocabulary. We create incentives for good behavior with praise and rewards.

Discipline is NOT punishment, but a means to encourage self-control and responsibility. It is nurturing and educational. Good discipline is based on caring, honesty, respect and trust.

Positive behavior will always be promoted first through routines, effective commands and reinforcement of good behaviors. Appropriate behaviors will be rewarded, as adult approval is very important to children.

The caregivers at The Nursery at Our Lady of Sorrows shall use positive discipline, which shall include the following:

- Communicating to children using positive statements.
- Prepare an environment designed to prevent problems before they occur.
- Provide alternatives for inappropriate behavior and redirect or divert a child's attention to another toy or activity.
- Stay consistent in our behavior management program.
- Communicating with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

Any person, while on the premises, shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, beat, shake, pinch, or use any other measure that produces physical discomfort.
- Engage in cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
- Use public or private humiliation, yelling, or abusive or profane language.
- Shall not associate disciplinary action or rewards with rest, food, or toileting.

Caregivers at The Nursery at Our Lady of Sorrows shall not:

- Use time out for any child.
- Physically restrain children except when it is necessary to ensure their own safety or that of others and only for as long as it is necessary for control of the situation.

DISCIPLINE DOCUMENTATION/COMMUNICATION TO PARENTS

- This Policy shall be distributed to parents and staff.
- Caregivers shall have ongoing communication between home and day care regarding all aspects of the care of the child.
- Caregivers shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. An action plan will be developed with specific goals, actions and time frames.

Confidentiality Policy

Confidentiality of information about each child and family will be maintained. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, center director, staff and licensing agent. Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent/guardian.

It is the policy of this program NOT to disclose the names of the children who may have caused injury to another child or children while attending The Nursery. This ensures each family's privacy. We will also not disclose the identity of any person with an illness or health concern. Please do not put the caregivers in the difficult position of having to say no to a request to disclose any confidential information.

Fire Drills and Safety

Emergency fire drills are held monthly to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. Each room has a primary and a secondary evacuation route which are posted in the rooms. The director will create different scenarios for each drill to allow the staff to be prepared for any emergency.



The Nursery has a sprinkler system and suppression system for the safety of everyone. We use certified evacuation cribs in the infant room to safely evacuate the babies. We have emergency bags of supplies for each room that are taken with the children when evacuating. Our classroom sign in sheets and emergency contact information is also taken with us when evacuating.

Suspected Child Abuse

All child care workers are mandated by law to report any suspected child abuse to local authorities. We take this responsibility very seriously.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

Termination of Care by Parent

When parents decide to terminate the childcare agreement, they must give one-month's written notice. In the great majority of cases termination of care by the parent is due to reasons such as relocation, child changing school, etc. However, not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child or family, every effort will be made to discuss this with the parents in order to determine and resolve the cause. If this is not possible, the parent and/or program may choose to terminate the agreement on a timeline that is in the best interest of the child.

Termination of Care by the Program

The child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child may cause concern for the child's well being. If we do not feel that the program is meeting the child's needs, The Nursery reserves the right to terminate the care agreement on a timeline that is in the child's best interest. Other reasons that may result in the termination of a specific care agreement are as follows:

1. Non-payment for childcare services and/or lack of adherence to our tuition payment policies.
2. Lack of parental cooperation with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parents toward the program staff, other parents or any child (immediate termination).
4. Child exhibits special needs or needs related to serious illnesses that the program cannot meet. In this case, The Nursery will make every effort to involve the parents in order to decide on the best course of action for this child.



Family Handbook 2009