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# PARENT HANDBOOK

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60 River Rd., East Hanover, NJ 07936

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## **Welcome**

We are delighted that you have chosen New Generation Learning Center to fulfill your childcare needs. Caring for young children is a responsibility we take very seriously. It is our goal to not only meet your child's physical needs but also help them reach their potential, create a nurturing home-like environment and support families and children.

Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to your child's teacher or the center's director. We want the best for you and your child.

## **Information to Parents**

Department of Children and Families

Office of Licensing

### **INFORMATION TO PARENTS**

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

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing

(OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

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Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at

<http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them on line at <https://data.nj.gov/childcare> explorer.

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

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

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

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## **Hours of operation**

New Generation Learning Center is opened year-round Monday - Friday 6:30 am to 6:30 pm.

We offer a year-round program for ages 0 – 2. For ages 2 and above we offer all year care in two separate programs: a school year program (September – June) and Summer camp (July-Augst).

## **School closings**

New Year's Day (Jan 1)  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Black Friday  
Christmas Eve  
Christmas Day  
New Year's Eve

## **Emergency and Inclement weather policy**

Snow day closings are posted on our website and social media. Parent will also be notified through email and text.

Snow days are rare. We make every effort to stay open as we serve working parents many of whom do not get snow days. However, safety of staff and children is our top priority. It is up to Director and Owner to make the final call.

## **Enrollment**

### **Required documents**

In order to enroll at New Generation Learning Center for any program you must bring the following (filled out and signed):

- Custody court order (if applicable)
- Registration form
- Enrollment contract (to be filled out by the Director)
- Receipt of information checklist
- Emergency contact information and consent form

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- Universal child Health Record AND Immunization Record
- Signed privacy policy for camera usage, consent for photographs, video and interviews, Social media use policy and any other applicable confidentiality related policies

### **Immunizations and Physicals**

All children who attend child care programs in New Jersey are required by law to be fully vaccinated. New Generation requires all children enrolled in the program to be immunized. Families must contact their local health department to obtain a signed certified *Nonmedical Waiver Form* for delayed vaccines. A *Universal Child Health Record* form is required prior to enrollment. This form requests a record of your child's immunizations, date of last physical examination as well as the results. It must be completed and signed by a NJ licensed physician ANNUALLY.

It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.

New Generation Learning center reserves the right to terminate any child who has not provided the immunization records or physical records in timely manner. In such instance, there will be no refunds or credits given. The child pay return to the center after they provide the necessary medical documentation.

If your child requires an EpiPen you must supply the center with 2 (two) EpiPens, clearly labeled with your child's name and physician's contact information.

### **Custody Orders affecting enrolled child**

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

### **Parent Responsibility for Updating the Information**

Parents are responsible for updating promptly information on file including but not limited to:

- Contact information such as address, phones, etc
- Emergency information
- Custody court order changes
- Medical information (such as allergies and medical conditions)

All updates must be submitted to the Director in writing (email [info@newgenlc.com](mailto:info@newgenlc.com))

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## **Tuition and fees**

### **Price calculation**

At our center we strive to offer best value and convenient hours.

As such our *standard tuition* is based on 8:30 am – 5:30 pm day. Any time block outside this time frame (6:30-7:30 am; 7:30-8:30 am; 5:30-6:30 pm) is an extra \$40/month. Your total price will be written in your enrollment contract to avoid any confusion. If hours required change the contract will be amended.

Please note, that if you do not pay the advance fee of \$40 a month per time block but do an earlier than scheduled drop off or later than scheduled pick up you will be charged a fee of \$20 per 15 min EACH day.

That is done so that we can make sure we have enough staff on site to meet the ratio requirements, not overwork our staff and serve the needs of our students. Additionally, we need to make sure we have enough meals prepared based on the amount of kids we plan to have in our care.

### **Payment schedule**

All payments are due in full on the 1<sup>st</sup> of the month, unless prior arrangements were made with the Director/owner (in writing).

Bounced check fee: \$25 for each bounced check.

There are NO DEDUCTIONS, REBATES OR MAKE-UP DAYS due to illness, absences, inclement weather or school closings. However, you are entitled to TWO free weeks of vacation each year.

If the child was absent for more than 5 consecutive business days and there is a doctor's notice preventing him from attending daycare, we will credit you 50% of that time that can be applied towards your next payment.

### **Late Payments**

Monthly payments are due by the 5<sup>th</sup> of the month. Late payments will incur a daily fee equaling 2% total monthly rate.

### **Subsidized care**

We accept the subsidized payments; however you are responsible for the difference between the total tuition and the subsidized part paid by the state.

### **Multiple child discount**

We offer 5% off the total tuition for the 2<sup>nd</sup> child, 5% off for the 3<sup>rd</sup> child. 4 or more children – discuss with the director/owner.

### **Security deposit**

We require 2 (two) weeks worth of security deposit. Your total tuition minus any discounts divided by 4.3 and multiplied by 2 is your security deposit.

If you decide to withdraw, we require 2 (two) weeks written notice, and security deposit will be either applied towards your last 2 (two) weeks or returned to you by check on the last day.

### **Termination**

We appreciate as much advance notice as possible when terminating and will give the same courtesy in return. If you decide to withdraw, we require 2 (two) weeks written notice, and security deposit will be either applied towards your last 2 (two) weeks or returned to you by check within 30 days of the last day. The last two weeks payment must be paid in full regardless weather or not the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. **No refunds will be made.**

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

## **Confidentiality**

Within New Generation Learning Center, confidential and sensitive information will only be shared with employees of New Generation who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as New Generation strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with New Generation Learning Center.

Outside of New Generation Learning Center, confidential and sensitive information about a child will only be shared when the parent/guardian of the child has given written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of New Generation Learning Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of New Generation Learning Center are strictly prohibited from discussing anything about another child with you.

### **Privacy Policy of CCTV usage**

Although we’ve implemented maximum level security measures to protect against unauthorized access to the New Generation Learning Center System surveillance system, you as parents and guardians have the responsibility of protecting your Usernames and Passwords. Remember, your Usernames and Passwords provide unique identifiers that enable our system to identify authorized users. Therefore, your login information is the first line of defense against unauthorized access. As concerned parents and users of New Generation Learning Center

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surveillance system, it is your responsibility to maintain exclusive control and use of your Username and Password and protect it from inadvertent disclosure to others. **YOU SHOULD NEVER GIVE YOUR PASSWORD TO ANYONE.**

In addition, Parents **MUST NEVER** post snapshot pictures taken thru the surveillance cameras on social media.

### **Social media use (including sharing of pictures/videos)**

Every day you will receive one or more picture of your child throughout the day. At our events you may take pictures and videos of your child and their friends. We ask that you do NOT share any of the pictures that has anyone but your own child on Social media platforms, even if they are supposedly temporary (like SnapChat). Please make sure you only post pictures that you have rights to. Additionally, please refrain from making demeaning, negative comments about our teachers, other students, administration and center overall. If you have an issue with something or someone you are welcome to bring it up with the Director/Owner, and resolve it constructively.

### **Mandated reporting**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of New Generation Learning Center are considered mandated reporters, under this law. The employees of New Generation Learning Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at New Generation Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of New Generation Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child

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- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

### **Parent Code of Conduct**

New Generation Learning Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of New Generation Learning Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of New Generation Learning Center but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

- Swearing or cursing

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

- Threatening of employees, children, other parents or adults associated with New Generation Learning Center

Threats of any kind will not be tolerated. In today's society, New Generation Learning Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

- Physical/verbal punishment of your child or other children at New Generation Learning Center

While New Generation Learning Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to

verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

- Smoking

For the health of all New Generation Learning Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of New Generation Learning Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

- Violations of the safety policy

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of New Generation Learning Center. Please be particularly mindful of New Generation Learning Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

- Confrontational interactions with employees, other parents, or associates of New Generation Learning Center

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While it is understood that parents will not always agree with the employees of New Generation Learning Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

- **Violations of Confidentiality**

New Generation Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with New Generation Learning Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

### **Parents' Right to Immediate Access**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at New Generation Learning Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) New Generation Learning Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with New Generation Learning Center, both parents shall be afforded equal access to their child as stipulated by law. New Generation Learning Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, New Generation Learning Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. New Generation Learning Center's staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of New Generation Learning Center will accompany visitors at all times, throughout the center.

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New Generation Learning Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, New Generation Learning Center cannot have a child at the agency when the child's parent is prohibited access. New Generation Learning Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

## **Curriculum**

Our goal is to foster children's development in all areas, from academic, to social and emotional skills. Every child has their own pace they develop at, and we are here to help along the way. Every child also has a different learning style. That is why our teachers are developing custom lesson plans for their classrooms for their group of kids. We are here to challenge and encourage children's growth. We are here to make them successful. But we don't define success by just being an early reader or amazing at certain sports. One can be successful because of their emotional intelligence and knowing how to be empathetic, how to make friends and be a team member. It is important for children to learn how to learn, and not only to learn how to be taught.

New Generation Learning Center's curriculum is aligned with New Jersey Standards and Guidelines for Early Childhood Education. And we are proud to exceed the expectations in many areas

## **Programs**

At New Generations we have following programs (you can read in detail about each one on our website at [www.newgenerationlearningcenter.com](http://www.newgenerationlearningcenter.com)):

All year:

Infants (6 wks-1yo)

Toddlers (1-3yo)

Preschool (3-4yo)

PreK (4-5 yo)

Before and Afterschool care (K and up)

Summer Camp (end of June – August; 10 wks):

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### Daily Routines

Daily routines vary by classroom and are posted on the bulletin board in your child's classroom. Every age group goes outside.

Infant classroom does not have a set schedule as we follow each child's individual schedule. By the age of 1 we try to transition them closer to the schedule they will be following in their next classroom.

Ages toddlers and up have daily circle time, story time and age appropriate academics. At preschool age gardening program and sports are becoming permanent as well. You can read more about our programs on our website.

### What to bring

**Please LABEL everything!**

Infant	Young toddlers	Potty trained and up
Bibs (3-4)	Bibs (1-2)	
Diapres/pull ups		
Wipes		
Diaper rash cream (if needed)		
2(two) fitted crib sheets		One fitted crib/cot sheet
All premade bottles, at least two nipples, one extra empty bottle just in case	premade bottles (if needed)	
pacifiers	pacifiers (if needed)	
swaddling blankets	thin blanket	
2-3 sets of change of clothes	change of clothes (if potty training 2-3 changes!)	one change of clothes
water bottle/thermos (lidded, non-spill)		
	Sunscreen/bug spray	Sunscreen/bug spray

**What not to bring**

Please leave the following at home/in the car:

- Toys
- Any valuables
- Fancy clothing/shoes that cannot get stained/ruined

*New Generation Learning Center is not responsible for any loss or damage to personal property, kids' clothing etc. that happened during normal learning and exploration activities.*

**Staff to Child Ratios**

State of New Jersey has requirements for the proper staff to child ratio.

Age	Ratio
0-18 months	1:04
18 -30 mo	1:06
30 mo - 4yo	1:10
4-5yo	1:12
5yo +	1:15

**Nap/rest time**

All children under the age of 4 who remain at the center after 1:00 pm will have a rest/nap time as per N.J.A.C. 10:122-6.4. The length of time will vary per class, taking into consideration the age of the children and individual rest/sleep needs. Please provide a clearly labeled sheet (crib size fits best) and a small blanket for your child to use at rest. These items will be sent home each week to be laundered. Pillows are not allowed (unless small and sewn into the sheet), and toys are best to be avoided, unless absolutely necessary. Shoes will be kept on during the nap.

All infants will be placed on their back to sleep in their cribs unless there is a doctor's note specify the opposite. No child will be allowed to sleep with a bottle in their mouth. Infants are also not allowed to be swaddled or have a pacifier when they sleep.

**Outside Time**

Children of all age are taken outside daily, in almost any weather. Please dress children weather appropriate and in clothes you don't mind getting dirty/messy. For gardening (or just wet) days it might be a good idea to have rainboots and wetsuit to avoid getting all messy.

**Dress code**

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Children enjoy independence. Clothes that are easy to put on and off, that don't restrict their movement and are ok to get dirty are best. Make sure your child has outdoor clothes that are weather appropriate. Label all their belongings

### **Sunscreen and bug repellent policy**

During sunny months, we ask that you apply the first round of sunscreen on your child before dropping them off to daycare. Our staff will reapply sunscreen as needed (after nap time, after water play, etc). Please LABEL with your child's name. For safety purposes pressured spray (aerosol) sunscreens or bug repellants are NOT allowed.

### **Birthday party policy**

We are happy to be a part of your child's birthday celebration. However, time and format have to be mutually agreed upon with the lead teacher and administrator. Please respect our daily schedule. Any pictures taken during the celebration should not be shared publicly if they have any other child in them.

Our school has no candy/no junk food policy. Given that many children might have some specific allergies or dietary restrictions it is best to send any treats/party favors home with the children. We will not let children consume the treats that are brought in. It is always best to let the parents decide what is ok and how much for their own child. We will take the party favors from you and send them home with each child.

### **Parent Teacher conferences/communication**

There will be 1-2 parent-teacher conferences per school year: December (or beginning of January) and June. Back to school night will be hosted within first weeks of September.

Additionally, you will be receiving daily communication in the form of daily reports about your child's day. The report will include lesson plans, any special activities and 1 or more pictures of your child during an activity. Sometimes we will shoot short videos too.

You are welcome to ask the teacher brief questions about your child's day. If you require more lengthy discussion, please schedule a phone or in person conference outside the classroom time.

### **Meals and Snacks**

New Generation Learning Center is committed to fueling young minds with the best food possible. Our produce and all ingredients are organic or all natural. We strive for locally sourced food. We also keep our menu low sugar and minimum processed foods used. Our center is a nut-free facility.

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All our meals are made daily in our on-site fully licensed and squeaky-clean kitchen. Our menu and portions are developed by nutritionists to ensure a well-balanced diet. We offer three meals a day: breakfast (8am), lunch (12:30pm) and dinner (5:30 pm). We also offer two snacks: morning (around 10:30am) and afternoon (around 3:30pm). Both snacks consist of fresh seasonal fruits or vegetables sometimes with addition of some sort of grain (crackers, homemade granola/muffin/etc).

We only offer water to drink in between the meals, during the meals we offer the choice of water or milk. No juices will be served.

We distribute weekly or monthly menu via email or newsletter, so you can familiarize yourself with the menu. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). We will always make reasonable effort to accommodate any dietary restriction your child might have. Please speak to the administrator.

If your child has any food allergies or diet changes, please inform administration immediately. It is parents' responsibility to inform the school of any food related allergies, as well as of any other medical conditions.

### **Food and Drinks Policy**

If you wish to send your own food and drink for your child – you are welcome to do so. Please put everything in clearly labeled containers with icepacks to preserve freshness if needed. We will warm up the food if necessary. We do not allow any sugary drinks such as sodas or juices; if you absolutely must send your child to school with a juice, please put it in a not see through lidded cup.

### **Nut Free School**

Our school is a nut free facility. Please refrain from ANY nut products regardless if a child in your classroom has an allergy or not.

### **Arrival**

New Generation Learning Center discourages parents from sneaking out of the center. Some children exhibit **separation anxiety** when it is time for their parent to leave. We believe it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child.

This will prepare the child for their departure. The teachers present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave promptly after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The administrator is available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in a written form as well as verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

### **Notification of Absence**

Parents are required to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared not your child's name. New Generation Learning Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

### **Late Arrival**

Parents who know in advance that a child will be late, are required to notify the center by 10:00 as to maintain the appropriate staff to child ratios upon your child's arrival at school. Parents are expected to be considerate of the fact that the daily routine and activities are in progress and help their child join the class with as little disruption as possible.

### **Policy on release of children**

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No child will be released to anyone else other than parents or people indicated on the emergency or registration forms. If you have someone else picking up a child, written note is required (email).

Once a parent picked up their child, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to picking up their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act in their place are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day.

### **Late Pick-up**

All measurements of time are to be according to the New Generation Learning Center clock (or ipad) located in the pickup classroom. Late fees are a \$20 for first 15 min and a \$1.00 a minute after per family. If you are past the time indicated on your enrollment contract, you're considered to be late.

### **Persons appearing to be impaired by drugs/alcohol at pick-up**

The staff of New Generation Learning Center will contact local police and/or the other custodial parent should a parent appear to the staff of our center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, New Generation Learning Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of New Generation Learning Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### **Emergency/Alternative Pick Up Forms**

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At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from New Generation Learning Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

### **Field Trip Policy (Transportation)**

New Generation Learning Center will notify parent in advance in case of any field trip that have children leaving the premises of the center. In case of such field trips, parents will be provided with detailed information including the mode of transportation, and will be asked to sign permission slips.

### **Parental Involvement**

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center.

Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

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Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

New Generation Learning Center reserves the right to make Volunteer assignments.

New Generation Learning Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

## **Healthy and Safety:**

### **Management of illness and Communicable Diseases**

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated temperature of 100.4 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling

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- Stiff neck

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

### EXCLUDABLE COMMUNICABLE DISEASES

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

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

### **Medication administration policy**

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

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

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

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2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to childcare. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
  - a. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
  - b. Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
  - c. Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
  - Antihistamines
  - Decongestants

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- Non-aspirin fever reducers/pain relievers
  - Cough suppressants
  - Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
- Inaccessible to children
  - Separate from staff or household medications
  - Under proper temperature control
  - A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:

- Permission to Give Medication in Child Care
- Universal Child Health Record
- Emergency Contact Sheet
- Medication Administration Log
- Medication Incident/Error Report

12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff.

Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or

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Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly is the parent/guardian cannot be reached.

16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

17. The Medication Administration in Child Care Policy will be reviewed annually by New Generation Learning Center's Director and sponsors.

### **Allergies**

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases New Generation Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided New Generation Learning Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **Biting**

New Generation Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will

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not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of New Generation Learning Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### **Fire and Emergency Drills**

New Generation Learning Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

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### **Alternate Safe Location**

Should the administration of New Generation Learning Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

Emergency evacuation locations (as of July 2019)

6:30 am – 9 am – Bagels 4 U (located across River Rd.)

9am – 5 pm – TD Bank (next door)

5pm – 6:30 pm – Michaels store (located across River Rd.)

### **Incident/Accident Reports**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

Please note, New Jersey State requires all childcare providers to immediately notify parents by phone in case of the following accidents:

- Any injury shoulders and up
- Fall from height greater than their own.

This means that even if there is a minor scratch, New Generation Learning Center staff will call you. At the same time, you can rest assured that we report all accidents, not only “visible” ones.

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## **Policy on Methods of Parental Notification**

It is very important at New Generation Learning Center that we have open communication with all our parents and staff members.

We use many forms for communication to notify parents and staff members of news, reminders, updates, emergencies, changes to programs/calendars, etc.

Lines of communication include:

- Telephones (landline – home) 973-434-2404
- Cell Phones
- Work Phones
- Text – cell phone
- Written “hard copies” put in children's cubbies
- E-mails (mailto: info@newgenlc.com)
- Mail (60 River Rd., East Hanover, NJ 07936)
- Parent – Teacher Conferences
- Parent – Director Meeting
- Website: [www.newgenerationlearningcenter.com](http://www.newgenerationlearningcenter.com)
- Facebook: New Generation Learning Center Page
- Instagram: @newgenerationlearningcenter

If parents need to contact the New Generation Learning Center's director/staff member any/all of the above methods of communication are acceptable.

## **Expulsion policy**

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

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

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

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

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

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

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

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

#### SCHEDULE OF EXPULSION:

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

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

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

#### PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT

#### EXPULSION:

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

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## **Withdrawal policy**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment New Generation Learning Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at New Generation Learning Center must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

## **Media Use policy**

### **Policy on Television, Computers and Video Usage**

The American Academy of Pediatrics discourages media usage by children younger than age 2 and recommends limiting older children's screen time to no more than one or two hours a day. Too much screen time has been linked to obesity, irregular sleep, behavioral problems, impaired academic performance, violence and less time for play.

As part of New Generation Learning Center's curriculum, "media" shall include TV, computer and video usage. Teaching staff will:

- Not offer and TV/Computer or Video usage to children ages 2 years and below.!
- For children 2 years and older:!
  - Only offer media in conjunction with learning themes and must be academically appropriate.!

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- Never use media as a substitute for planned activities or passive viewing!
- Never use media during mealtimes or snack time!
- Take advantage of training courses and resources which update their knowledge and understanding of effects of media on young children!
- Work with parents to help them understand the importance of limiting media exposure for the physical and psychological health and well-being of their child.!

### **Policy on Social Media Usage**

This social media policy applies to parents and staff of New Generation Learning Center. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)!
- Blogs!
- Discussion forums
- Collaborative online spaces!
- Media Sharing services (i.e. You Tube)!
- Micro-blogging (i.e. Twitter)!

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the daycare setting or at daycare's special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for use on New Generation Learning Center's website or social media pages and in other advertising material if parental permission is given).!
- No public discussions are to be held or comments made on social media sites regarding the center's children or that would offend any member of staff or parent associated with the center.!
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.!
- Parents are not allow to be "Facebook friends" with staff unless they were "friends" prior to parent-teacher relationship at New Generation Learning Center. !
- If staff names the center in any social media they do so in a way that is not detrimental to the daycare or its families.!
- Staff observe confidentiality and refrain from discussing any issues relating to work.!
- Staff should not share information they would not want children, parents or colleagues to view.!
- Staff and parents should report any concerns or breaches to the director of New Generation Learning Center. Any member of staff, parent or volunteer found to be posting remarks or comments that breach confidentiality, bring the preschool into disrepute or that are deemed to be of a detrimental nature to the canter or other employees, or posting/

publishing photographs of the setting, children or staff may face disciplinary action in line with the center's disciplinary procedures. Any comment deemed to be inappropriate is to be reported to the director and any action taken will be at their discretion.!

**General guidelines for using social media:**

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.!
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.!
- Maintain professionalism, honesty and respect.!
- Apply a "good judgment" test for every social media post you make.!

Note: New Generation Learning Center's Staff will use social media as a means of parent communication and for marketing purposes throughout the year.

**Positive Discipline policy**

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.

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- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control.

(One minute for each year of the child's age is a good rule of thumb).

- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment

- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

### **Firearms and Weapons Policy**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

### **Staff employment by parents (at home babysitting)**

Employment refers to any relationship outside of the agency's services which involves an employee of New Generation Learning Center to interact with a current or former clients' of New Generation Learning Center. Such relationships include but are not limited to, babysitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

We ask that you refrain from hiring our teachers as babysitters. We would like to ensure that our teachers have enough time to have a good life work balance. However, we understand that situations might be different, and in the end of the day, we do have the best teachers you can trust. We require the scheduling of such extra work to never be in a way of employee's regularly scheduled hours. We also ask that outside employment is to never be discussed on school's premises. Additionally, New Generation Learning Center has no liability for the services provided by their employees when not on the school's premises.

If you have any questions about this policy, please contact the director.

### **Center's Contact information**

60 River Rd., East Hanover, NJ 07936

973-434-2404

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Director and co-owner – Daniel Pakhomov

Co-owner – Stella Gevantmakher