



2007

419 North Avenue
Dunellen, NJ 08812

***PARENT
HANDBOOK***

Welcome to Just Us Children Child Development Center.

Just Us Children offers an early childhood learning program for children ages 0 to 6 years old, and is open to children of all faiths.

We are pleased to share with you our operating procedures and program philosophy. Please contact us should you have any questions or concerns relating to the policies and procedures outlined in this document. Please feel free to offer your comments and suggestions. Thank you.

PHILOSOPHY

Each child is a unique individual and is to be nurtured and respected. It is our belief through the richness of their experiences in the classroom children will be prepared for the academic challenges of Kindergarten. Children need two things to move through life in a happy and healthy way; a strong sense of self worth and strong supportive adults who will be models for children and who will lead or teach children carefully.

In our child care center, children's developmental needs are provided for through each stage. Our goal is for our children to feel happy, secure and stimulated in an environment that enables them to develop their individual abilities to the full and to look forward with excitement to their future learning experiences.

DAILY PROGRAM

Included in our daily program are periods of free play, art, social studies, language arts, math concepts, storytelling, music, science, indoor/outdoor physical activities, cultural awareness, and creative play. Our religion period will teach children about how special they are, about the world around them, about God and his care for us, about ethic and cultural differences. A Sample of the daily program is attached at the end of this handbook.

MONTHLY CALENDAR

Our Monthly Calendar seeks to instill variety in the children's learning by offering different content each month, while reinforcing a specific set of concepts by focusing on them throughout the month. A Sample of the monthly calendar is attached at the end of this handbook.

ADMISSION/HOURS

The Center offers full day sessions for the convenience of working parents. The Center is open from 7:00 am to 6:00 pm, Monday –Friday. Programs begin at 8:30 am.

REGISTRATION FEE

The registration fee is paid each year upon enrollment and is non- refundable. The fee for 2006-2007 is \$ 100.00 per child.

SECURITY DEPOSIT

A one time security deposit of \$200.00 is payable upon registration. If you terminate your child’s enrollment, the security deposit will be applied toward the last week of your child’s tuition. The Center reserves the right to wave this requirement based upon our discretion.

TUITION POLICY

Tuition must be paid upon arrival each Monday morning, with the first payment due upon registering your child. Payment can be made in cash, money order or check. When paying by check or money order, please make it payable to “Just Us Children,” and write your child’s name on the money order or check. Please note prorating of tuition for any period is not possible.

The Center depends upon tuition to meet our business obligations therefore prompt payment is necessary. ***If your tuition is not paid by Tuesday of each week a \$25.00 late fee will be assessed.***

We extend the courtesy of accepting personal checks, however should your check be returned for any reason the amount (including the late fee) must be paid in cash within 2 business days. If this occurs a second time, all future payments must be paid in cash or money order and must include all bank fees. You will also be required to post a \$200.00 security deposit.

Full tuition is due every week regardless of sick days, vacation time or school holiday’s or closings.

The Center is closed for one (1) week each year during the Christmas holiday season. This is vacation time for Center employees and is the time we replenish, repair and upgrade the Center each year. Please consider this period during your budgeting process, as tuition is still required during this period. We cannot guarantee your child’s enrollment for the coming year if tuition is not paid for the period we are closed. Please note that tuition paid in advance is non-refundable. Please speak with the Center Director, if you would like to make arrangements for payment.

We consider a child's enrollment to be terminated when tuition is more than two weeks late. To reinstate a child whose enrollment has been terminated, it will be necessary to re-register, paying the usual registration fee.

WITHDRAWAL POLICY

If it becomes necessary to withdraw your child from the Center, **you are required to give us 2 weeks notice. Regular tuition payments must continue to be paid on Monday of each week.**

LATE PICK-UP CHARGE

If your child is picked up after 6:05 pm, a late fee will be assessed and payable when your child is picked up. Late fee charges are as follows:

6:05 – 6:15	\$ 25.00
6:15 – 6:30	\$ 40.00
After 6:30	\$ 50.00

Please be advised the State law requires that at least two adults be present at all times. This fee is used to pay employee overtime expenses.

The 5-minute grace period is given for emergency purposes. If a child is consistently picked up late, your account will be charged a late fee with no regard to grace periods. If lateness becomes frequent, your child's enrollment may be terminated.

POLICY ON RELEASE OF CHILDREN

The Center maintains on file a written policy on the release of children which includes: Each child may be released only to the child's custodial parent(s) or persons authorized by the custodial parent(s), as specified in N.J.A.C. 10:122-6,8 (a) Iii and iii, to take the child from the Center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. **If a non-custodial parent has been denied access to a child by a court order, the Center shall secure documentation to that effect and maintain a copy on file. Without this documentation, the Center is unable to refuse access to a parent.**

Procedures to be followed by staff members if the parents or authorized persons by the parent, as specified above, fails to pick up a child at the time of the Center's closing:

1. The child is to be supervised at all times
2. Staff members are to attempt to contact the parents or persons authorized by the parents.
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his /her parents or authorized persons have failed and the staff members cannot continue to supervise the child at the Center, the staff member shall call the Division of Youth and Family Services 24 hour Child Abuse Hotline at 1-800-792-8610 to seek assistance in caring for the child until a person authorized by the parents is able to pick up the child.

Procedures to be followed by a staff member 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 or staff member, the child would be at risk or harm if released to that individual:

1. The child may not be released to such an impaired individual.
2. Staff members are to attempt to contact the child's other parent or an alternate person authorized by the parents.
3. If the Center is unable to make alternative arrangements as noted above, a staff member shall call the Division of Youth and Family Services 24 hour Child Abuse Hot Line at 1 -800-792-8610.

Proper identification will be required for all persons who pick up a child.

ABSENCE AND ILLNESS

The State of New Jersey Department of Health requires a health form. A physician must fill it out before your child is registered to start school. It is required that each child be immunized according to the requirements of the Board of Health.

Please be considerate of our staff, other parents and children and do not send your child to school if he or she has a sore throat, colored discharge from nose or eyes, fever, diarrhea, severe cough, unidentified rash on body or any other communicable illness.

You will be called and your child returned home if this request is not honored, as we wish to prevent as much as possible the spread of sickness among our children. Any child returned such, can't be admitted the next day, unless accompanied by a Doctor's certificate.

Please remember we take this very seriously and will enforce this policy.

In the case of illness exceeding one (1) week, a note from the child's doctor must be submitted in order to allow the child to return to the Center.

Please notify the Center of any absences due to illness or any other reason. When a child becomes ill at the Center, we will notify the parent as soon as possible. The child will be observed and kept isolated until the parent arrives. Please be sure that all emergency phone numbers are accurate so that we can notify you without delay. Also, please remember to notify us of any employment, address, or telephone number changes so that we may keep our records up to date and are able to contact you in case of an emergency.

MEDICAL GUIDELINES

The Center follows the following medical guidelines:

1. Any Child with a temperature of 101 degrees or more will be sent home.
2. Any child having two or more episodes of diarrhea in one day will be sent home and will not be permitted to return until he/she has had normally formed stools for 24 hours.
3. Medication will not be given unless it is clearly labeled with a current date. Prescription medication will only be administered with a written statement from the parent with instructions as well as permission to administer the medicine. A Medication Release Form was given to you at the time of registration. If possible we would prefer to administer medication once a day.
4. Please make us aware if your child develops the following: Allergies, asthma, allergic to stings, history of heart trouble, or subject to convulsions.
5. Please notify us if your child is going to enter the hospital and reason for admission. Please provide a note from your doctor upon your child's return to the Center.
6. If your child is put on antibiotics, he/she must stay at home for 24 hours before returning to the Center.
7. Any child with a suspected contagious rash or condition (i.e. chicken pox, conjunctivitis, impetigo, lice, etc) will be sent home with a note stating our suspicions. You must check with your doctor before returning your child to the Center.

All safety precautions are taken to ensure your child's safety, but because children are very active, accidents do happen. You will be called immediately should a serious accident occur and as with all accidents, a written report will be sent home as to how the accident happened and the action taken if we are unable to reach you and the accident is deemed to be serious, your child will be taken to the nearest hospital (as per the permission form you signed at registration)

PARENT INVOLVEMENT

Our Center has an “Open Door” policy that means that parents are welcome to visit the Center at any time unannounced. We would appreciate it however, if you would inform the Director of your presence in the Center and ask that there be no disruption in the classroom.

We believe that parent/child/school relationships are improved when all three get actively involved in the activities of the Center. You will be notified of all activities at the Center through our weekly “Weather Reports.” We usually have our “Spring Festival” in early spring and “Open House” celebrations in the fall.

HOLIDAYS

Following is a list of holidays for 2007 in which the Center will be closed.

January 1 st 2007	New Years Day
February 19	President’s Day
April 6	Good Friday
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
October 8	Columbus Day
November 22,23	Thanksgiving & Day After
December 24 – January 2,2008	Christmas Week

EMERGENCY CLOSINGS

We will make every effort to keep the Center open. The Center will be closed if the Governor declares a State of Emergency or the Center Director decides it is necessary due to the severity of the weather.

Please listen to News 12 New Jersey for possible “delayed openings or Closed for the day” announcements. If possible, a decision will be made the night before. All attempts will be made to notify parents as soon as possible of any anticipated closings.

CLOTHES

At least 3 sets of additional clothing (including underwear) must be left at school in case of accidents or spills. Send all clothing in a sturdy plastic bag, marked with your child's name. **Please label all clothing and utensils.**

If soiled clothes are sent home, please return a clean set the next day.

Please be mindful of the changing seasons to ensure that a seasonally appropriate change of clothing is left in school. Shoes: Please send your child to school in rubber soled shoes or sneakers. No lace up's please.

Please send a smock or oversized shirt to cover your child's clothing during painting activities. Be sure your child's name is on the smock/shirt.

At certain times of the year, mornings are often very cool and children are heavily clothed. Afternoons are warmer and lighter clothing may be more suitable. If you would like us to make a judgment on allowing your child to wear lighter outer garments, please let us know so we can make a note of your wishes.

Our teachers and assistants take all the precautions possible to assure the safe keeping of your child's clothing, but if items are not labeled they may be mislaid or taken by mistake. We cannot be held responsible for lost clothing, but will make every effort to locate missing items. When dropping off your child in the morning, please hang his/her outer garments on the coat hooks by the front door. Place lunch boxes and other items in the cubby provided for your child, and items that need to be refrigerated in the refrigerator. Again everything must be marked with your child's name to avoid their belongings being lost or misplaced.

LUNCH

Parents are asked to provide lunch and a morning and afternoon snack for their child. The Center is not equipped to prepare meals. However a refrigerator has been provided for the proper storage of lunch boxes. We also have two microwaves.

BIRTHDAYS

If you would like to share your child's birthday with his/her friends, you are welcome to send in special cookies, cupcakes or munchkins on your child's special day. Please arrange for this 1-week in advance with your child's teacher in case of duplicate birthdays and/or special dietary needs of children. **DO NOT SEND TOYS, CANDY or GUMS.**

REST PERIODS

In accordance with New Jersey State Law, provisions are made for a rest period each afternoon. We provide cots for this purpose, however please provide a small crib sheet to cover the cot. The sheet will be kept in school during the week and sent home on Fridays to be washed and returned on Monday.

FIRE DRILLS

Fire Drills are conducted monthly. All exits are clearly labeled.

DISCIPLINE POLICY

Just Us Children is privileged to accept responsibility for helping your child grow spiritually, physically, emotionally, and educationally. Learning to love God, oneself and others is a life-long task. Self-discipline and control can be taught at a very young age, along with behavior that is acceptable with peers as well as adults. Unacceptable behavior can be changed when parents and staff members work together. Rewards can influence positive results.

As a new licensing regulation, we are required to both inform and post our policy on discipline. The New Jersey State Manual of Standards include the following statements:

Methods of Discipline

1. The methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge, understanding and approval of the parent(s).
2. There shall be no use of physical hitting, corporal punishment, abusive language ridicule or harsh, humiliating or frightening treatment.
3. Discipline shall not be associated with the behavior of children in regard to rest, bathroom privileges or food.
4. Children shall not be isolated as a punishment, confined without supervision or forced to take an uncomfortable position or repeat physical movements.
5. Physical exercise shall not be used as a means of punishment or discipline.
6. Group punishment of children for the misbehavior of one or more individual children shall be prohibited.
7. Discipline shall not be associated with the withholding of emotional response or stimulation and shall not require the child to remain silent for long periods of time.

UNACCEPTABLE BEHAVIOR

- Biting, scratching, spitting or kicking another child or staff member
- Throwing sand, toys, etc. at another child or staff member
- Hitting another child or staff member
- Screaming or running in the Center
- Destroying toys and property
- Throwing food
- Using Foul Language
- Disturbing other children during nap time
- Lack of cooperation during activity periods

Hopefully, this behavior will be watched and corrected both at home and here at the Center. When the child notes consistency, unacceptable behavior will improve. Our Center advocates a “Time Out” (1 minute for each year of the child’s age) when behavior becomes a problem. Children are removed from the situation, spoken to softly but firmly and not permitted to engage in that activity for a brief time.

For serious misbehavior, the above policy will still be observed, but parents will also be notified of the child’s behavior. If unacceptable behavior continues, a conference will be set up with the director and the teacher. It is the Centers’ aim to provide helpful guidelines for the parent and try to work together to eliminate the problem. However, if we feel that after a set time no progress is being made and the child is still disrupting the class, it will be necessary to suspend or terminate your child from the Center. The Center will provide a week’s notice should such a need arise.

HELPFUL HINTS

1. To avoid confusion, please be sure to mark all items of clothing with your child’s name, including mittens, scarves, hats, jackets, boots, extra cloths as well as lunch boxes.
2. A crib sheet will be needed for rest periods. It will be kept in school during the week and sent home on Fridays to be washed and returned the following Monday.
3. Three (3) sets of clothing including underwear must be left at the Center in case of accidents or spills. If soiled cloths are sent home, be sure to send another clean set the following day.
4. Be sure to notify the office if there is a change in address, telephone number or place of employment so that we may keep our records up to date.
5. **It is absolutely necessary to notify us verbally and with a written note if your child is to be picked up by anyone other than those listed on the Release Form. If pick up change occurs during the day, please speak directly to the Center Director or the child’s teacher.**

6. Each child should bring in a large box of tissues and wipes. Please speak with the Center Director accordingly.
7. **Do not allow your child to bring weapons, gum, candy, personal toys, money or any kind of medicine to the Center. Please check your child's pockets before leaving home. We cannot be responsible for lost or broken articles. Please do not send valuables for "Show -n-Tell".**

Thank you for taking the time to read this handbook. We appreciate your cooperation and patience as we work together to make this a very positive learning and growing experience for all of our children.

We believe that Helen Steiner Rice say's it best.

**"This is my day, some honest work, a bit of play
to laugh and love, and live and pray, with God
beside me all the way- this is my day"**

Just Us Children Parent Enrollment Agreement

Please indicate your acceptance of the terms and conditions as listed in your Parent Handbook by signature below and return to the Center Director for our counter signature.

Parent Signature: _____
Date: _____

Director Signature: _____
Date: _____

Revised: 7/4/2007



This is my day, some honest work, a bit of play
to laugh and love, and live and pray, with God
beside me all the way-this is my day"

Information to parents regarding the management of communicable diseases

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

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

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases 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:

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenzae*	Giardia Lambliia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

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

** Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services (DHS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to:

State of New Jersey
Department of Human Services
Licensing Publication Fees
PO Box 34399
Newark, New Jersey 07189-4399.

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 standards, you are entitled to report them to the Office of Licensing by calling toll-free 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 parent(s) 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 Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office'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.

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

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

Our center must post a listing or diagram of those rooms and areas approved by the Office 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 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, 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).

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: 1-877-NJABUSE (1-877-652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office
Division of Youth and Family Services
PO Box 717
Trenton, New Jersey 08625-0717.

JUST US CHILDREN

Sample Daily Schedule

Time	Activity
7:00 to 8:30	Arrival and Breakfast
8:30 to 9:00	Clean-up and Regroup
9:00 to 9:45	Circle Time
9:45 to 11:00	Table Activities/Outside Time
11:00 to 12:00	Lunch Time
12:00 to 12:30	Clean-up
12:30 to 2:30	Nap Time
2:30 to 3:00	Snack Time
3:00 to 3:15	Clean-up
3:15 to 3:45	Arts and Crafts – Theme of the month
3:45 to 4:30	Table Activities/Outside time
4:30 to 5:00	Music/Fun-cersize
5:00 to 6:00	Free Activity/Pick-up

This is a general schedule we try to follow but will be flexible to suit the needs and moods of the children.