

# SCHOOL HANDBOOK

## 2007-08



61 Nassau Street • Princeton, NJ 08542 • (609) 683-1344 • [www.dietrichjohnson.com](http://www.dietrichjohnson.com)

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# DJCNS School Handbook

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Co-Op Requirements

School Information

Communication

Tuition Schedule

Procedures for Handling Injury or Illness

Health and Sickness Policy

Peanut and Tree Nut Free Food Policy

Peanut and Tree Nut Free Snack Guidelines

Discipline Policy

Information to Parents Document

### **If You Have Questions About The Following Topics, Please Contact...**

1. School operation, policy and curriculum - Director or Head Teacher
2. School policy and board decisions - President or Vice-President
3. Tuition payments and school budget - Treasurer
4. Registration, enrollment waiting lists, Open House, class lists and contact detail changes- Registrar
5. Board meeting minutes and schedule - Secretary
6. Reporting if your child has an infectious illness, vaccination issues, school health policies, peanut and tree nut free food policies, emergency contact forms and Universal Child Health Forms - Health Coordinator
7. Co-op Requirements, Clean-up days (September and January), home room parents - Homeroom Coordinator
8. DJCNS activities and events: Pizza Night, Craft Fair, Pancake Breakfast, Music Morning, and Communiversity - Activities Coordinators
9. Scholastic book orders and publicity ideas (press releases, community events, etc.) - Publicity Coordinator/Scholastic
10. Fundraising and website ideas and inquiries –Fundraising and Website Coordinator
11. Submitting articles to the newsletter - Newsletter Editor
12. Updates and inquiries about school supplies - Supply Coordinator
13. Any MAJOR problems with the Co-op/Helping Parent Schedule. If you are scheduled for a day which you cannot do, please contact other parents in your class to switch - Scheduler

## CO-OP REQUIREMENTS

Every Family at Dietrich Johnson must fulfill the following five requirements as part of their participation in the school. These requirements are explained in detail below.

**Fall Parents Meeting:** The Fall Parents' Meeting is a great way to learn about school policies and procedures, to meet teachers, board members, and other parents of children in your child's class. At least one parent from every family must attend the Fall Parents' Meeting. Contact the Homeroom Coordinator prior to the meeting, if you are unable to attend.

Families who miss the meeting and fail to get in touch with the Homeroom Coordinator will be charged a fine of \$50.

**Helping Parent:** Parents are assigned to help in their child's classroom on a rotating basis. The helping parent arrives at 9am and leaves at 12 noon. The helping parent is required to bring a healthy snack and a drink, for the class.

If a parent cannot serve as helping parent on a specific day, he or she must either trade with a parent in the class, or contact a substitute from the list of substitutes. The parent pays the substitute \$20 for the first time, and \$30 for the second time. In case of emergency, parents should call the school at (609) 683-1344 so the teachers or another parent can try to find a last minute substitute.

**Clean-up Day:** Each family must attend one clean-up day. Clean-up day involves parents coming in with cleaning supplies (buckets, sponges, cleaning fluids, tools...) and cleaning up, tidying, organizing, vacuuming, fixing, etc. the classrooms. Each clean-up day begins at 9 am and finishes at noon. It is important to keep the school clean.

Parents who miss their clean-up day will be charged a fine of \$100. Contact the Homeroom Coordinator if you are unable to attend.

**Maintenance Hours:** Each family in the school is required to give the school 10 additional "maintenance hours." Hours can be earned in many different ways; baking for an event, doing a project for a teacher, etc.

Questions about how to earn hours should be addressed to the homeroom parent, teacher, or activities coordinator. Hours are recorded on charts, one per classroom. Administrative positions within the school earn parents automatic hours (e.g. board members earn all 10 hours, homeroom parents earn 5 hours, event chairs earn 5 hours, etc.).

Parents failing to complete maintenance hours will be fined \$25 per unfinished hour.

**School Events:** Each family must participate in at least one school event. Participation includes set up and clean up, helping to serve food, babysitting (at the open house), collecting tickets, decorating, etc. Volunteer to Chair the event and you will earn 5 maintenance hours. Look for information about school events as the year progresses.

In case of scheduling conflicts or questions, contact the Activities Coordinators.

Parents failing to work their chosen event will be fined \$50.

## **SCHOOL INFORMATION**

### **Lunch Program**

Dietrich Johnson optional Lunch Program is offered on school days after regular nursery school hours. It is held in school classrooms from 11:45am to 12:50pm or 1:00pm. Children bring their own lunches, adhering to the school's peanut and tree nut free food policy, and are supervised by their regular teachers. The Lunch Program costs \$8 per day.

There is a staggered Pick-Up system after the Lunch Program. Parents of students in the 2's, 3's and 3/4's classes should pick their children up at 12:50pm. Parents of students in the 4's and 5's classes should pick their children up at 1:00pm. This is done to eliminate traffic congestion at pick-up. If you have two children in the school, pick up should be at the later time so that you won't hold up traffic waiting for the younger sibling.

### **Terrific Tuesdays Extended Day Program**

"Terrific Tuesdays" is our extended day program available to students in the 3/4's, 4's and 5's classes. Children enrolled in the program will be a part of a fun-filled enrichment program every other Tuesday afternoon from noon – 2:30 pm. Contact the Head Teacher for more information. An enrollment form is in your Fall Parents' Meeting packet. The cost for 10 Tuesday's is \$200.

### **Drop-Off and Pick-Up**

For parents who are interested, students can be conveniently dropped off curbside at the start of the school day, and picked up curbside at the end of the day. Drop off and pick-up is staffed by the school's teachers and the Helping Parents. An additional pick-up is available for the students in the Extended Day Program. This pick-up is staffed by teachers only.

Drop-off and pick-up both take place on Nassau Street in front of the church. The first car to arrive should pull forward to a position roughly in front of the church's side steps. Not the steps where the children sit, the next set of steps, further up. In the mornings, teachers and parents will be waiting outside from 9:20-9:40am. Pick-up begins at 11:40am, and Pick-up for the Lunch Program begins at 12:50am. Cars in the drop-off or pick-up line should form a line along Nassau Street, as close to the side of the road as possible. It is important to pull forward and keep moving so as not to further congest Nassau Street.

The staff of Dietrich Johnson will not put a child in a car without a car seat. Therefore, you must have a car seat for your child to participate in drop-off and pick-up. Parents are expected to buckle their child's' car seat. This is a precautionary measure.

Both Drop-off and Pick-up will only continue as long as we stay in the good graces of the Princeton Borough Police Department, and as long as we do not crowd the taxi drivers with whom we share space in front of the church on Nassau Street. We need to leave space for two taxi cabs. Please abide by the following rules so that Drop-off and Pick-up on Nassau Street can continue.

1. Keep moving forward in a line to make space for parents behind you to pull forward, out of the way of traffic on Nassau Street.
2. DO NOT get out of your car for any reason other than needing to buckle your child's seatbelt! If you wish to talk to your child's teacher or your friends, or want to greet your child physically, park and walk up to the school. Hugs and chats are great, but not when they hold up other parents, block traffic, and possibly get us in trouble with the police.
3. DO NOT block the church parking lot while you are waiting.
4. DO NOT block the crosswalk. It is illegal.
5. DO NOT double park while picking up your child. If there is a line of cars picking up, drive around the block and come back and try again. Otherwise we stop traffic on Nassau Street and the Police Department does not like that!

6. Display your name card (teachers will provide you with these) in your car window.

If everyone works together, Drop-off and Pick-up run smoothly and are extremely convenient. Parents having questions about, or difficulties with Drop-off and Pick-up should speak to their child's teacher or their homeroom parent.

**Parking**

Parking in downtown Princeton is hard. Parking is primarily an issue for helping parents. As tempting as it may be to feed the meters on Nassau Street, we prohibit this practice because it interrupts the class, leaving teachers without the coverage they need for classes to run smoothly. Parking in the church lot is ALWAYS and COMPLETELY prohibited!!

Parking is available, for a price, at the garages on Spring, Hulfish and Chambers Streets. Long-term meter parking is available in the lot behind CVS on Nassau Street, on University Place, near the Dinky station, and on Alexander Road near the Dinky station and McCarter Theater. None of these options are ideal, especially when walking with a slow-moving pre-schooler, clutching your bottle of juice and your class snack. We acknowledge the difficulties presented by parking, and wish we had closer, or less expensive options to suggest.

**School Closings**

School will be closed if the Princeton Public Schools are closed, or if the public schools have a delayed opening due to weather, or another emergency. See the Princeton Regional Schools web site for closings at [prs.k12.nj.us](http://prs.k12.nj.us). If Dietrich Johnson is closed unexpectedly, the homeroom parent will call each parent in her class.

**Financial Aid**

Financial Aid is available to parents in need. Dietrich Johnson does not discriminate on the basis of race, gender, sexual identity, or religion. If you are in need of financial assistance, contact the President for further details. All inquiries are confidential. Parents of children receiving financial aid must still fulfill all co-op responsibilities.

**Children's Release Notes:**

On days that someone else will be picking your child up, please send a note in detailing that they will be going home with another student, a babysitter, a nanny, etc.

**Absences**

If your child is sick or you know that they will be absent, a phone call to the school is appreciated (683-1344).

**Clothing/Labeling**

Please send your child with clothing that is appropriate for the season. The children do play outside throughout the winter months so please remember boots, hats and warm coats. Mittens are usually a better choice than gloves. It is also very helpful if you label your child's outerwear (jackets, coats, hats, etc.) In the warmer months, if your child wears sandals, it is recommended that they wear socks to keep the wood chips from the mulch from getting stuck between the toes.

**Crisis Ministry**

DJCNS encourages all students to donate canned food items to the Crisis Ministry (a program run by the church to aid the homeless). There is a drop-box located just inside the doors near the playground. Your teachers may set up a particular day of the week to encourage regular donations or feel free to send it in at any time. It's a great way for children to learn the lesson of giving to those in need.

**COMMUNICATION**

Good, open communication is important for any pre-school and it is critical for a cooperative pre-school. We encourage parents to communicate with and ask questions to other parents, the school, board members and teachers. Just as we teach our children, the only silly question is one that you have and don't ask!

**Email**

In an effort to facilitate better communication within the school and to cut costs, we are using email as a primary means of communication. Please check it regularly for important messages on school activities, etc.

If you have any changes to your e-mail address and other contact details, please inform the Registrar so she can update the class lists and your class room parent. Most mass emails sent from a board member will come via your room parent so it is critical that she have your updated address.

If you do not have access to email, please let your room parent know and she will make arrangements for you to have a hard copy.

### **School bags**

Your child's school bag is another important method of communication. The school bag is provided by DJCNS during the first week of school with a large safety pin attached. Each day, your child's teacher will attach messages to the front of the bag such as the class calendar, parent/teacher notes, notices about school activities, Scholastic Book order forms and other information. Parents can communicate via the school bag as well by attaching notes, Lunch Bunch envelopes, tuition payments and any other items that require the teacher's attention.

### **Website**

Please visit the DJCNS website at: [www.dietrichjohnson.com](http://www.dietrichjohnson.com) Our website contains lots of useful information including the school calendar, parent announcements and PDF files of materials distributed at the Fall Parents' Meeting. There are two sections to the site, a public section with general information about DJCNS and a password-protected section for families and friends of the school. To access the password-protected Families section, click on LOGIN in the upper right corner. Username is **djens** and the Password is **schoolyear**.

### **Teachers**

Our teachers are always here for us! They encourage us to ask questions, raise concerns and work out any problems together. Contact them in person (although not during pick-up!) in writing, by phone, or email. Their contact details are located on the top of your class list.

### **Class Room Parent**

Your Room Parent is the liaison between parents and the Home Room Coordinator, teachers and board. They will be the ones to communicate with you about many school issues and activities. Usually, they have been in the school at least a year and can give you information about the workings of the school. They are a great place to start for your questions! Their contact details are on your class list.

### **Newsletter**

The school newsletter is published three times throughout the year: fall, winter and spring. It contains an update from each class written by the teachers, information about upcoming events and other articles of interest.

### **Board Meetings**

A great way to become involved with the school is to attend a board meeting. Parents are always welcome! Meetings generally take place the 2<sup>nd</sup> Tuesday of every month at the school. We are always looking for new board members for the following year, so start early (especially you parents of 2's and 3's!) to get to know what the various roles are and if you have skills, experience or interest in a particular area. Speak to any board member for descriptions of all positions.

### **By-Laws**

Our by-laws are posted on the web site. Read through them to understand more about how the school operates.

### **Grievances and Concerns**

Communication is essential for the smooth running of the school. Parents should feel free to discuss any concerns with the teacher as soon as it arises. If talking with the teacher poses difficulties, then parents can discuss the problem with the Director or the President. Parents can also bring problems to the attention of the board, either by writing a letter, or by attending a board meeting.

### **Student Evaluation**

Although the Dietrich Johnson faculty have a wealth of experience as nursery school teachers, and hold degrees in education, a problem may arise with a student that is beyond a teacher's expertise. If a teacher identifies a significant physical, social, behavioral or cognitive problem with a specific student, she may request an evaluation of the problem by an outside professional with demonstrated expertise in the identified area. The teacher and staff who work with the student will use the results of the evaluation to address the problem and better meet the needs of the student in the classroom.

The parents of the student need to contact an appropriate professional to perform the evaluation and the parents will be responsible to pay for the evaluation as well. The Dietrich Johnson faculty member will approve the evaluator prior to completing the evaluation to ensure the evaluator is qualified to address the identified problem. If the parents of a student choose not to have their child evaluated, the Dietrich Johnson faculty reserves the right to dismiss the student from the school.

**TUITION SCHEDULE FOR 2007-2008**

<u>Class Name</u>	<u>Total</u>	<u>Amount Due</u> <u>June 1<sup>st</sup>*</u> <u>50%</u>	<u>Amount Due</u> <u>November 1st</u> <u>25%</u>	<u>Amount Due</u> <u>February 1<sup>st</sup></u> <u>25%</u>
2's	\$1805	\$702.50	\$351.25	\$351.25
3's	\$2585	\$1092.50	\$546.25	\$546.25
3/4's	\$3450	\$1525	\$762.50	\$762.50
4's	\$3450	\$1525	\$762.50	\$762.50
5's	\$3720	\$1660	\$830	\$830

\*The June payment reflects the \$400 deposit deducted from the total amount due.

A \$450 non-refundable deposit per child is required to secure the placement of the child/ren in the school. \$400 of the deposit is applied to tuition for the upcoming year and the remaining \$50 is placed in the DJCNS financial aid fund.

**Financial Aid**

DJCNS provides financial aid through the Mary Dietrich and Eleanor Thomas Funds. Applications are available through the Treasurer. The financial aid committee maintains confidentiality regarding all applicants and recipients. Contact the Treasurer for more information.

## **PROCEDURES FOR HANDLING INJURY OR ILLNESS**

The incident of injury or illness during school hours can be a frightening experience for both the students and staff. An organized response plan where each adult in the classroom has an assigned roll will hopefully minimize confusion, and get the injured or ill child the help they need in a timely manner.

### **Teacher**

1. Attend to the needs of the injured/ill child, i.e. administer first aid, deliver epi-pen, etc.
2. Remain with the child until parents or paramedics (if needed) have arrived.
3. In the event that the child needs to be transported to the hospital via ambulance and the child's parents are not present, the teacher will accompany the child.

### **Assistant-Teacher**

1. Contact the child's parents, emergency contacts and/or 911 as appropriate.
2. Inform the director and/or head teacher of the situation.
3. Wait for the child's parent and/or paramedics and escort them to the area where the child is waiting with the teacher.
4. Return to the classroom where the helping parent is with the remainder of the class.

### **Helping Parent**

1. Bring children from the playground back to the classroom if necessary.
2. Supervise the children until the Assistant-Teacher has returned.
3. Reassure children and maintain calm.

In the event that the classroom teacher is absent, the assistant teacher will assume the responsibilities of the teacher and the substitute will assume the responsibilities of the assistant teacher.

The 5's class is without a helping parent. In that instance the director or head teacher will provide assistance as needed until the situation is under control.

## HEALTH AND SICKNESS POLICY

1. **Fever & Vomiting:** Children must be fever and vomit free for 24 hours before returning to school.
2. **Infections Diseases:** If your child contracts any of the following diseases notify the health officer ASAP so that she can inform the entire school: Chicken Pox, Strep Throat, Influenza, Conjunctivitis (Pink Eye). The following diseases must be reported to state health agencies: Measles, Mumps, Rubella and Whooping Cough.
3. **Influenza:** If your pediatrician has diagnosed influenza, do tell the health officer; clusters of influenza must be reported to state health agencies.
4. **Coughs and Colds:** Use your judgment about whether your child is well enough to attend school, and consider how likely it is that he/she will make other children ill.
5. **Rashes:** Kids get all kinds of rashes, especially in the spring, and often they are difficult to identify. Please consult your physician about all rashes, and follow his/her advice about whether your child can attend school. If a rash is determined to be contagious, please notify the health officer so she can inform the entire school.
6. **Head Lice:** Children do occasionally contract head lice. If your child is diagnosed with head lice, notify the health officer so that she can inform the entire school.
7. If your child becomes ill while at school, or if their condition (a cold, rash, cough, etc) worsens significantly, the teachers will contact you and ask you to take your child home. If neither parent can be notified, the teachers will refer to the emergency contact form.

## VACCINATION POLICY

1. Children entering Dietrich Johnson Co-operative Nursery School must be in compliance with the Chapter 14 Regulations of the State Sanitary Code which establishes the immunization requirements for children in schools and child care centers. As of September 2004, the chicken pox vaccine is mandatory (unless the child has contracted the illness).
2. Parents must submit acceptable evidence of the child's immunizations according to the schedules specified by the state in Chapter 14 New Jersey State Sanitary Code. Parents will be provided with an immunization form as part of the registration packet. This form must be completed and signed by the child's physician and returned to the health officer prior to the beginning of the school year.

Exemptions to the state vaccination requirement are outlined below.

a. **Medical Exemptions:** Medical exemptions will be granted and the child will be admitted to school if any specific immunization is medically contraindicated. The parents must provide the health officer with a written explanation from their physician that states why the immunizing agent is medically contraindicated prior to the beginning of the school year. The child will be admitted to school after the statement has been submitted and approved on the state level.

b. **Religious Exemptions:** Religious exemptions will be granted to children whose parents provide written explanation of how the administration of immunizing agents "conflict with the exercise of bona fide religious tenets or practices". Written statements must be submitted to the health officers and will be approved on a state level before the child can be admitted to school. General philosophical or moral objection to immunization is not grounds for religious exemption.

4. State approved requests for exemption will be kept on file as part of the child's immunization record and must be updated on a yearly basis.

## **PEANUT AND TREE NUT FREE FOOD POLICY**

As of September 2003, Dietrich-Johnson Cooperative Nursery School instituted a peanut and tree nut free food policy. This means that parents and teachers will make every effort to avoid bringing snacks and food containing any nut product into the school during regular class room hours or school activities (Craft Fair, Pizza Night, Music Morning, etc.) However, Dietrich-Johnson Cooperative Nursery School and its employees will not be held responsible in the event of an accidental exposure. The nut free policy will apply in all class rooms regardless of the presence of a nut allergic child because residue on a toy, table or piece of equipment can cause a reaction.

The Dietrich-Johnson Cooperative Nursery School takes its students' food allergies very seriously and attempts to accommodate the needs of food allergic children and their non-allergic classmates. In any given school year, we may have a child with either a peanut, tree nut (almond, cashew, pecan, walnut, etc), dairy or egg allergy in one of our class rooms.

90% of food allergies come from 8 foods: peanuts, tree nuts, fish, shell fish, dairy, eggs, wheat and soy. An allergic reaction can occur from a trace amount of food residue and can result in mild reactions (rash, hives, and swollen eyes, vomiting) to a severe anaphylactic reaction (closing of the throat, breathing difficulties and can potentially be fatal). Typically reactions are treated with Benadryl and/or an Epi-pen (a shot of epinephrine in the leg).

Parents of an allergic child should provide these medications to the school along with a safe snack each day.

### **What is the policy?**

When preparing a snack for your child's class or for a school activity, carefully read the food labels and avoid:

- Any foods that contain peanuts or mixed nuts
- Any foods that have precautionary labels that the product may contain peanuts
- All baked goods with unknown ingredients, especially if they may have come from a bakery where cross contamination is likely. Please note, most bakeries can provide ingredient information when asked.

### **What does this policy mean for you?**

- Please no peanut butter sandwiches for lunch (call me for help with safe alternatives).
- A snack guidelines handout with a list of snacks that are considered by the parents to be "nut safe" is attached. We ask that parents bring snacks from this list.
- Labels can change as manufacturers reformulate their products so please read ingredient labels each and every time on any packaged food. Do not bring any that contain peanuts or mixed nuts (almonds, cashews, pecans, walnuts, etc.).
- Also avoid any products that have precautionary labels: "may contain peanuts or tree nuts" or "processed on equipment that processes peanut or tree nuts".
- Avoid all cakes and cookies with unknown ingredients as cross contamination is likely. If you are making baked goods at home, please read labels on cake and cookie mixes to ensure they don't contain nuts or have the above mentioned precautionary labels.
- For birthdays, the allergic child's parent will provide a safe snack for that day or keep some safe snacks in the closet for their child or others if they want to share.
- Common-sense precautions should be taken when preparing snack to avoid cross contamination. Kitchen tools and countertops should be thoroughly washed before preparing snack. In addition, please keep items containing nuts away from the snack you have prepared for school.
- Ensure that your child's face and hands have been washed after breakfast. This is not only important for those who eat peanut butter but also dairy products and eggs as contact from this residue can cause a reaction for the severely allergic.

Thank you for your attention and cooperation in this important matter. Please do not hesitate to call the Health Officer.

## **PEANUT AND TREE NUT FREE SNACK GUIDELINES**

Thank you for helping us sustain a peanut and tree nut free environment for our students with food allergies.

When selecting your snack, please check the nutritional fact label on all packaged snacks to ensure that the product does not contain peanuts or mixed nuts or was not “manufactured in a facility that processes peanuts.”

Below are some basic snack guidelines and a more detailed listing of peanut and tree nut safe snacks is available on the back of this page.

The following are a few popular snack suggestions that are both tasty and peanut/tree nut free:

- Fruit or vegetables – cut up for easy eating
- String cheese, cheese cubes, cheese sticks
- Yogurt or applesauce
- Raisins, Craisins or other dried fruit
- Home made banana or zucchini bread

For Special Occasions or School Functions:

- Please make sure to read labels on all ingredients for homemade items
- Ask your bakery, food stores, etc. about the possibility of cross-contamination with peanuts or tree-nuts.

The following are a few of the snacks to avoid:

- Most chocolate candy
- Granola and/or granola bars
- Chex Mix or Pepperidge Farm Goldfish Snack Mix (pre-packaged versions only, homemade without peanuts is ok)
- Keebler Wheat & Cheddar Sandwich Crackers; Club & Cheddar
- Cheeze-It Snack Mix and Double Cheese
- Keebler Animal Crackers
- Oreos
- Wilton and Dec-A-Cake products
- Tasty Kakes
- Sunmaid Raisins 1oz packs (come in 6-packs) or 1 oz. bags. The 1.5 oz boxes are okay.

When in doubt, please feel free to contact your child’s teacher or the DJCNS Health Officer.

Please note that these suggestions were provided by a parent of an allergic child and may be subject to changes or revisions. Dietrich Johnson is not responsible for the contents or safety of this list.

## **DISCIPLINE POLICY**

Discipline is a ten letter word coming from the Latin word disciplina meaning "instruction, teaching."

Let's think of ten ways we can teach cooperation and self-discipline:

**Do** remember that we all have to learn how to solve interpersonal conflicts. This is a natural growing-up phase and children must be shown ways to work out these normal problems

**If** in doubt, let the teacher handle the conflict, consistency is important.

**Share** your interest in the argument (we all love an audience). Give each child a chance to explain or complain.

**Can** the children work out their own problems. (Ask them "What's the problem?" They love to tell you). Give them some time to see if they can resolve things before intervening.

**Introduce** a distraction - a game, an activity, a story.

**Positive directions** - Giving acceptable alternative behavior suggestions offer children a way to adjust to the group situation.

**Limits** can be set by "time out" at a table with a book or puzzle or other adult-directed activities.

**Instead of negative reactions, BE POSITIVE:** "You both want the fire truck? Here's another one." Or "You use it for five minutes and then he can have a turn." Give children acceptable words to say."

**Never underestimate children's love of logic.** "You want to knock down a building. Then build your own and then you can knock it down."

**Encourage sharing, fair play and self-esteem.** From a child's own self-esteem rises his or her ability to honor the rights of others.

In short: There is never to be physical punishments or harsh language used as discipline. Children learn from example.

## INFORMATION TO PARENTS DOCUMENT

Under provisions of the Manual of Requirements for Childcare Centers (N.J.A.C. 10:122) every licensed childcare 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 childcare matters.

The center may comply with this requirement by reproducing and distributing to parents this written statement prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS) or by incorporating the required information in its own handbook, brochures or other informational materials. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center has a copy of the Manual of Requirements on the premises and will make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may also secure a copy of the Manual of Requirements for Childcare Centers online at: <http://www.state.nj.us/DCF/divisions/licensing/CCCmanual.pdf> for a nominal fee by writing to the Bureau of Licensing, Division of Youth and Family Services, SN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual of Requirements. 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 Bureau of Licensing. Of course, we would appreciate your bringing those concerns to our attention as well.

Following is the Information to Parents document reprinted directly from the Manual of Requirements for Child Care Centers effective March 21, 2005 through February 26, 2009.

### 10:122-3.6 Information to Parents document

- GEN** (a) The center shall give to the parent(s) of every enrolled child and to every staff member a written Information to Parents document designated by the Bureau of Licensing and indicating that the center is required to:
1. Be licensed by the Bureau of Licensing, Division of Youth and Family Services;
  2. Comply with all applicable provisions of the Manual of Requirements for Child Care Centers;
  3. Post its license in a prominent location within the center;
  4. Retain a current copy of the manual and make it available for parents' review;
  5. Indicate how parents can secure a copy of the manual and obtain information about the licensing process from the Bureau;
  6. Make available to parents, upon request, the Bureau's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
  7. Post a listing or diagram of those rooms and/or areas that have been approved by the Bureau for children's use;
  8. Comply with the inspection/investigation functions of the Division, including the interviewing of staff members and children;
  9. Afford parents the opportunity and time to review and discuss with the center director or sponsor any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of the manual;
  10. Advise parents that if they believe or suspect that the center is violating any requirement of the manual, they may report such alleged violations to the center sponsor or director or to the Bureau;

11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;
15. Indicate through this document that any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and/or neglect from the Division;
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment; and
21. Inform parents that the 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 (ADA), P.L. 101-336 (42 U.S.C. §§12101 et seq.), and indicate that 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 or (800) 514-0383 (TTY).

(b) The center shall provide the Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member.

1. The center shall secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.
2. The center shall maintain on file a copy of the Information to Parents document.