

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/def/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.

DISCIPLINE POLICY

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

Let's think of 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.