



Parent Handbook



Welcome

Thank you for choosing Zadie's. We look forward to taking this journey together and creating amazing memories that will last a lifetime. It is our desire to form a lasting bond that will carry on long after your little one has graduated from our program. Our guiding principles were built with you in mind. As parents, you are the most important part of this journey. You are always welcome to observe and participate in your child's school activities. We encourage you to become involved in our daily activities, scheduled field trips, performances and parent workshops. We are committed to keeping you well informed about the happenings at Zadie's and your child's accomplishments. It is with pleasure that we will work with you as partners in your child's social, emotional, academic and physical development.

This handbook contains information regarding the Zadie's program, policies and procedures. It is very important that you read this handbook in its entirety and keep it handy as long as your child is enrolled in our program. This handbook will answer many of the questions you may have about our program.

Our program follows the guidelines of the New Jersey Department of Children and Families licensing requirements of the Office of Licensing. In addition, we are a participant of the Grow NJ Kids quality improvement program. All curriculum activities are planned and presented by teachers and caregivers who have your child's best interest in mind. Zadie's provides the highest quality of care in a nurturing and academically stimulating environment where your child is encouraged to learn, grow and develop their skills.

We have an open door policy so whenever your schedule permits, please visit.

Again, thank you for choosing Zadie's and welcome to our special family...the Zadie's family!

Sincerely,

Elzadie B. Smith

Owner/Director

info@zadiesden.com (Summit) * info@zadiesoto.com (East Orange)

(908)277-8584 (Summit)*(973)395-5100 (East Orange)



Table of contents

About Us.....	4
Communication & Family Partnership.....	6
Curricula & Learning.....	8
Tuition & Fees.....	11
Attendance & Withdrawl.....	12
Drop-off & Pick-Up.....	12
Personal Belongings.....	13
Nutrition.....	14
Health & Safety.....	16
Appendix.....	21
Expulsion Policy.....	22
Information to Parents Document.....	23
IEP or IFSP.....	25
Policy on the Management of Communicable Diseases.....	26
Policy on the Release of Children.....	27
Handbook Acknowledgement.....	28

About Us

Our Founding History

Elzadie, better known as “Zadie,” is the Owner/Founder and Executive Director of Zadie’s™ Nurturing Den and Zadie’s™ of the Oranges, though her less formal title is Caregiver.

Elzadie B. Smith was born and raised in Tifton, Georgia. She, her husband of more than 37 years, G. Winston Smith, and their three children resided in Decatur, Georgia until her husband’s job transferred him to New Jersey. Relocating to Summit proved to be a momentous occasion for the Smith family.

With children aged 10 months to 11 years, Zadie began looking for quality childcare comparable to the hands on care that her children received in Georgia. It was an impossible task.

After years of settling for what she considered to be sub-par care, Zadie began pursuing her vision of providing superior care for children of working parents. Three months after attending a session at Programs for Parents, a federally funded program which teaches the basics of starting a home-based child-care facility, Zadie was nurturing her first five babies in her home.

Quickly, the number of interested families grew, and Zadie was faced with finding more adequate space. The Smith’s would have to overcome many obstacles before their dream could be realized. And overcome them they did. In the fall of 2001, Zadie’s Nurturing Den opened its doors in Summit, NJ, providing a warm and nurturing place for children.

Today, Zadie’s™ Nurturing Den is run by Zadie and her daughter, Winifred Smith. This mother-daughter team has made Zadie’s™ Nurturing Den a state-of-the-art facility for childcare that is unmatched by any other. With their success, Zadie and Winifred have expanded their operations by managing state-of-the-art home based childcare facilities, where infants and toddlers are nurtured and enriched with critical early learning experiences. And, Zadie and Winifred have built upon their success by opening Zadie’s of the Oranges.

Zadie’s™ of the Oranges, where daily operations are run by Winifred Smith, is located at 141 South Harrison Street in the rear of the brand new Indigo building. It is conveniently located off the Garden State Parkway and Interstate 280. As with Zadie’s™ Nurturing Den, Zadie’s™ of the Oranges is a state of the art childcare facility, providing a rigorous academic and child development program, located in an urban area.

Zadie’s vision of providing the highest possible quality childcare services to children is being realized at Zadie’s™ Nurturing Den, Summit, NJ and Zadie’s™ of the Oranges, East Orange, NJ.

Today, the Zadie’s™ conglomerate, where her daughter and daughter-in-law have critical roles, involves many employees and vendors who share a commitment to delivering the highest quality childcare and developmental services to children of parents pursuing their life’s goals.

Guiding Principles

Zadie's is committed to providing the highest quality, full service child care program for children from birth through kindergarten.

Zadie's promise is to provide a comprehensive educational experience to your little one while fostering optimal cognitive, social, emotional and physical development in a nurturing environment and academically stimulating environment.

Zadie's is equally committed to acting as an extension of the family by meeting the needs of parents as they pursue their professional and personal goals.

Hours of Operation

Child care services are provided from _____ to _____ Monday through Friday.

Holidays

We are closed for the following holidays: NEW YEAR'S DAY, DR. MARTIN LUTHER KING, JR DAY, PRESIDENT'S DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, THANKSGIVING THURSDAY AND FRIDAY and CHRISTMAS EVE THRU NEW YEAR'S EVE.

There will be early closings on the Wednesday before Thanksgiving and the day before Christmas Eve. **There will also be staff trainings on the Thursday and Friday before Labor Day which will require that Zadie's be closed all day.**

Enrollment

Based on space availability and openings, our facility accepts children from 6 weeks to _____ years of age.

All enrollment forms must be completed and fees paid prior to your child's first day of attendance.

Enrollment forms include:

- Registration/child information form
- Health records*
- Immunization records*
- Parent consent forms
- Food program form (if applicable)
- Food restriction form
- Parent contract
- Expulsion Policy
- Information to Parents Document
- Proof of flu vaccine for all children 6 months or older*
- Allergy and/or Seizure Action plan (if applicable)
- Emergency Transportation Form

A **security deposit fee of \$ _____ and enrollment fee of \$ _____** is due at the time of enrollment. These fees are non-refundable. Your security deposit is applied to your account provided the proper withdrawal notice has been provided.

Non-Discrimination

At Zadie's, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Zadie's is designed to meet the varying needs of all young children.

Inclusion

At Zadie's we believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

Due to the diverse needs of the children in our program, it is important to gather as much information about the best ways to engage and educate each child. Your child's growth and development is measured with developmental assessments and teacher/caregiver feedback. If your child currently has an IEP/IFSP, it is beneficial to share a copy of this plan with us so we can work together to ensure that the plans in place are put into practice. You do not have to provide this information if you do not wish to do so.

Staff Qualifications

Our teaching staff is hired in compliance with state requirements and qualifications.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and aide in ensuring alertness.

We meet or exceed the following New Jersey State Standards for child to staff ratios:

Age	Staff/Child Ratio
Under 18 months	1:4
18 months up to 2 ½ years	1:6
2 ½ years up to 4 years	1:10
4 years	1:12
5 years and older	1:15

Communication & Family Partnership

Home visits

To get to know our families better, Zadie's offers families the opportunity for your child's teacher and a member of the administrative team to visit your home. This helps facilitate the bond between families and school while allowing the teacher the opportunity to connect with your child on a more personal level. Home visits will take place during the first few weeks of a new child's enrollment and/or between September – November for students changing classrooms. Parents will be encouraged to participate but participation is not mandatory.

Daily Communications

Zadie's understands that daily communication between parents and our teaching staff is important. Please be mindful that the staff, while providing you with daily highlights and updates, is still responsible for the safety and well-being of all the students in their classroom. We respectfully ask that parents keep conversations during peak times (ie. drop off and and pick up) brief. Daily sheets will keep you informed about your child's activities and experiences at the center. These sheets will be placed into your child's cubby at the end of the day for Infants and Toddlers and weekly for children 2 ½ and older.

Parent Resource Binder

Located on the parent information table you will find a Community Resource binder that contains information pertaining to family health, safety, and other useful local resources for your family.

Communication Boards

Located throughout the center, communication boards provide center news, upcoming events, faculty changes, reminders of holiday closing dates, announcements, etc. Additional information about Zadie's happenings can be found on our internal community website. Membership must be requested. Log on to <http://community.zadiesden.com> today to request your exclusive membership.

Newsletters

Newsletters provide center news, events, announcements, etc. These newsletters are available monthly at or around the parent information table.

Email

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates, including potential schedule changes due to inclement weather.

Parent Participation

Parent participation is encouraged. Parents are given numerous opportunities to spend the day or part of the day at Zadie's throughout the year. Parents are encouraged to visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Sign-in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life within it. We encourage parents to help us plan and celebrate important family traditions, cultural or religious holidays.

Family Gatherings

Family gatherings are scheduled on a regular basis to allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's school experience and connect with other families. These gatherings include holiday performances, Semi-Annual Meet and Greet, Annual Family BBQs, and Back to School festivals and events.

Conferences

Conferences with an administrator and/or your child's teacher can be scheduled at any point during the school year. Formal conferences for family and teacher occur at least once a year for children 3 years of age and older. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns immediately and together we will work towards a satisfactory resolution.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity. **Please complete the attached photo release form.**

Employment between Staff and Enrolled Families Policy

Families are not to enter into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our teaching staff outside the programs and services we offer will not be allowed and will result in the immediate termination of our teaching staff from Zadie's.

Curricula & Learning

Learning Environment

We provide a rich learning environment using teacher prepared lesson plans and flexible daily routines that are developmentally appropriate to the specific ages in each classroom. We strongly believe that learning happens through a variety of different methods including but not limited to teacher facilitated lessons and exploration. Learning and exploring are important for the social, emotional and academic development of your little one. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and promote the ability to work and play with others.

Copies of daily schedules are posted in each classroom.

Curriculum Overview

Zadie's is a nurturing academically focused early learning center that is designed around fulfilling the needs of parents. We understand how important it is for your little one to have a solid academic foundation upon entering elementary school. It is our goal to equip them with the fundamentals to ensure long term academic success. Therefore, Zadie's starts off in infancy and toddlerhood introducing our little ones to letters, shapes, colors and numbers. During the day, the teachers read stories and sing songs further exposing our little ones to language. Potty training is also a part of the curriculum for older toddlers. At or around two years six months of age, a child enters our transition group. We use the name transition because it is generally at this stage of development that our little ones are transitioning from being little dependent people to big independent people who still need assistance. The Transition curriculum covers more complex topics from community helpers to proper pencil holding techniques. Zadie's Preschool and Pre-Kindergarten students focus on reading and mathematics in a fun and developmentally appropriate environment. Students learn to read sight words, simple sentences, understand one to one correspondence, add and subtract as we believe this sets the foundation for future academic success.

Outings & Field Trips

Weather permitting; we take walking trips around the neighborhood for children ages 3 and older. Children are accounted for at all times. A permission statement for participation in walking trips is included in this handbook.

From time to time, there will be field trips that require bus transportation. Parents are encouraged and invited to attend most field trips. **Permission Slips** for each trip that involves bus transportation are provided a few days before the scheduled trip and must be signed by a parent/guardian.

Measures of safety for children and staff will be taken in all activities of the child care program. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Proper field trip attire is weather appropriate clothing including outerwear, socks and closed toe, rubber bottom shoes.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's teachers, and communicate any anticipated concerns including but not limited to action plans for known allergies and other serious medical conditions. At this time please share the best communication methods that the teacher and members of the administrative team should use to reach you for quick updates or in case of emergency. Our process for transitioning little ones to our program is to have the little one attend a couple of hours for two days a few days before their first official full day of enrollment. Parents are encouraged to develop a good drop off routine that helps your little one feel safe and secure in their new surroundings but that respects their feelings about change. While we acknowledge the adjustment for little ones can be difficult at first, we urge parents to partner with us as we get to know your child and decode their language and needs. Parents are more than welcome to call, visit or drop in virtually via webcam for updates.

Class Transitions

Children are transitioned to the next class based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will pass along pertinent information about your child. Nonetheless, we encourage all parents to introduce themselves to their child's new teacher and provide them with any and all information you deem important.

Transition to elementary school

Transition activities such as a graduation, and creating a mural of special friends and special times at our center will be part of your child's formal transition out of Zadie's. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Screen Time

Our normal daily routine does not include television watching, but from time-to-time, we may watch a show or movie as a teaching aid and/or discussion stimulator. The use of a television, computers, and other video equipment shall be limited to educational and instructional use, age and developmentally appropriate, and not be used as a substitute for planned activities or passive viewing.

Television consumption will not be longer than **20 minutes a day** and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Children **under the age of two** will not be permitted to participate in any screen time.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. If you wish to celebrate your child's birthday we ask that you notify us in writing of your plans. Please include the day, time, activity and any food that will be provided. Celebrations can take place during breakfast, lunch or snack. All celebrations need to be limited to 1-1.5 hours. Healthy beverages and snacks are highly encouraged. Please be sure to speak with your child's teacher to get a list of classroom allergies. Remember, Zadie's is a **nut-free** environment.

Rest Time

For children **18 months of age** and younger, the center shall provide daily rest and sleep according to the child's physical needs.

All children under 12 months of age or younger are put to sleep on their back unless a different position is indicated in writing by a health care provider.

After lunch, all children less than **5 years of age** are required to participate in a quiet rest time. Children are not required to sleep and may be given quiet activities after 30 minutes on their mats.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Health and Physical Education

Teachers incorporate lessons on healthy eating, nutrition and the importance of physical education into their monthly lesson plans.

Physical activity is an important part of the Zadie's curriculum. Children attending Zadie's will engage in a minimum of 60 minutes of physical activity daily either inside or outdoors. Here at Zadie's:

- Staff will promote developmentally-appropriate physical activity to help children (and themselves) prevent sedentary related illnesses and practice lifetime healthful habits
- Teachers shall lead teacher-directed activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors
- Active play will not be withheld from children as punishment
- Staff will participate in active play instead of sitting on the sidelines
- Children will play outdoors as long as the temperature is 40°F or above
- Children will need to be dressed weather-appropriately for outdoor play
- Footwear should provide support for running and climbing. Examples include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily

Zadie's is dedicated to ensuring all children receive age appropriate physical activity. Please see below our commitment to all ages.

Infants (birth to 12 months)

- Babies who are not yet crawling spend 3 to 5 minutes on their tummies interacting with their caregivers each half day while awake
- Infants are not placed in restricted equipment for more than 10 minutes at a time, except during meals and napping
- All infants are taken outside in buggies based on center-wide temperature requirements

Toddlers (12 months to 3 years old) and Preschoolers (3 to 6 years old)

- Toddlers shall participate in 60-90 minutes per day of moderate to vigorous physical activity indoors/outdoors including but not limited to exercise and games.
- Preschoolers participate in 90-120 minutes per day of moderate to vigorous physical activity. This includes transitional activities, brain breaks and indoor/outdoor play.

Tuition & Fees

Payment

Payment is always due in advance of services with no deduction for absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the Enrollment Agreement.

For families receiving financial assistance from an outside agency: Please see the insert for additional information regarding your responsibilities.

Late Payment Charges

Late payments can pose serious problems for our program. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$_____ will be added to your child's tuition. If your account has not been paid in full within ten **(10) business days**, your child may be discharged from the program.

If payment is more than twenty **(20) business days** past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee \$_____. This charge must be paid immediately upon notice. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Zadie's late fee is \$_____ per hour or any part of the hour and will be assessed beginning at the time of drop off, if it happens before we open or immediately after our closing hours and will be due upon receipt of your monthly statement.

Special Activity Fees

Additional fees associated with special activities or field trips will be assessed upon parent's written consent. These fees are due prior to the event, activity or trip. Any account not in good standing will disqualify your child from participating in special activities.

Additional Fee Information

- **Vacation** - To hold your child's spot during vacation, **100%** of your regular tuition is due. Tuition must be paid prior to your departure. These fees are non-refundable if you choose not to return.
- Credit will **not** be given for natural disasters, inclement weather, power outages, etc - If we do not open due to circumstances outside of our control your account will **not** be credited nor will make-up days be scheduled.

Attendance & Withdrawal

Absence

If your child is going to be absent or arrive after **10:00 AM**, please contact us at _____, or info@_____. We are concerned about the health and safety of your child. If we do not hear from you by 12pm, an administrator will call to verify your absence.

Withdrawals

A written notice, ____ **days /weeks in advance**, is required by the center when a child is being withdrawn. Failure to provide proper notification will result in the forfeiture of your child's security deposit. Note: Refunds are not issued but applied to your account accordingly which is why proper notification is very important.

If your location requires a one (1) month security deposit, a thirty (30) day written notice of a full month prior to your departure is required. Notice must be received by the last day of the month to ensure a whole month's notice is received. If the last day of the month falls on a Saturday or Sunday, notice must be received by the Friday before the month ends.

Transfer of Records

If your child is transitioning to a new school and your child's account is in good standing, a signed request is required before any records can be released.

Unexpected Closings

The decision to close or open on time is made at the discretion of the Administrative Team with the safety of both the children and staff in mind.

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, and loss of water) cause closing or late opening, notification to the families will be announced on our **center answering service, website and other social media outlets**.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange, so kindly arrange for back-up procedures if necessary.

Drop-off & Pick-up

General Procedures

We open at _____ **AM**. Please do not drop-off your child prior to opening. Parents are expected to accompany their children into Zadio's and sign them in and out daily.

Your contracted pick up time is _____ **PM**. Please allow enough time to arrive, sign your child out, and leave by your contracted pick up time.

All parents are asked to wash their hands and child's hands upon entry of the child care center. Hand washing is easy to do and it's one of the most effective ways to prevent the spread of many types of infection and illness in all settings. Hand washing can stop germs from spreading from one person to another and throughout an entire community. Alternatively, hand sanitizer can be found throughout the building and while it does not replace hand washing it can be effective in eliminating some germs.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency Release Contacts. If you want a person who is not identified as an Emergency Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released to anyone without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Emergency Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after **2 hours** we have not been able to reach you or a person listed as an Emergency and/or Emergency Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release a child if we have reasonable cause to suspect that any person picking up a child is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and/or Emergency Release Contact pick-up the child or we may call the police to prevent potential harm to you or your child. Reoccurring situations may result in the termination of your child from the program.

Cell Phone Usage

The time you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with one another about your child. In order to make the best use of these opportunities, as well as to be attentive to your child, other children and adults who may wish to communicate with you, we ask that you NOT use your cell phone in the classrooms.

Personal Belongings

What to Bring:

- **Infants:** 4-6 clean bottles for a day's use, 6-10 diapers per day, and 2 changes of clothes per day.
- **Toddlers:** 4-6 clean bottles/sippie cups for a day's use (if applicable), 6-10 diapers and 2 changes of clothes per day.
- **Older Toddlers:** 2 changes of clothes or more per day if going through toilet training.
- **Preschoolers:** 1-2 change of clothes including socks.
- **Kindergarteners:** 1 change of clothes including socks.
- **After School Care Children:** Homework.

Frequently used items (diapers, wipes and formula) can be brought in on a monthly basis. Two packs of wipes are required monthly for all children.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Clothing

Please dress your child in practical seasonal clothing that allows for freedom of movement. Make sure all clothing is labeled with your child's name including outerwear. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory stimulating activities. Our playground is used as an extension of the curriculum, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is clothing that may become entangled in climbing or sliding equipment which could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Footwear

Sandals and flip-flops are **not appropriate** for school. Inappropriate footwear makes participation in most physical activity potentially dangerous. Therefore, it is imperative and mandatory that all children while at Zadie's wear closed toe, rubber bottom shoes to help prevent injury or accidents.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-Found Box located in the main area of Zadie's. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home unless they are part of a class activity. If your child must bring a toy from home, please make sure it is labeled with your child's first and last name.

Nutrition

Food brought from home should be:

1. Clearly labeled with your child's name, date and any microwave instructions
2. Cut into bite sized pieces that does not create a choking hazard
3. Nut-free

Food Prepared for or at the Center:

Food prepared for or at the center will be properly planned, prepared and portioned.

Child Nutrition Policy:

- Children will be offered breakfast, lunch, and snack daily
- Children will be allotted time to eat their food and will not be rushed during meals
- Food is not offered as a reward or denied as punishment
- Special occasions and holidays will be celebrated with healthy food items

Food:

- Whole-grain breads, pastas, and grains are served when available
- Developmentally-appropriate servings of protein such as lean meat, skinless poultry, fish, cooked beans, eggs, yogurt, or cheese are recommended and are a part of the monthly menu
- Staff members will encourage children to try a wide variety of fruits and vegetables

Beverages:

- Filtered drinking water is available throughout the day indoors and outdoors.
- Children younger than 12 months do not receive cow's milk unless the child's health care professional provides a written exception and direction to do so.
- Children 2 years and older are served 1% milk
- Children younger than 2 years are not served juice

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening. Each child with a food allergy should have an action plan for emergency care completed a health care professional and discussed with your child's teacher and a member of the administrative team. Please remember, Zadie's is a nut-free environment.

Meal Time

Zadie's is a nut-free environment. All prepared food is sized appropriately for consumption by your little one. At meal time children who are able are encouraged to serve and/or feed themselves. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

A staff member trained in Pediatric First-Aid and CPR is on the premises at all times when children are present.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants who are unable to hold their own bottles are held by a caregiver for all feedings.
- Bottle fed infants who are able to hold their own bottles are placed in age appropriate equipment for feedings.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported and encouraged at Zadie’s. A private place for nursing mothers to feed their babies is available at every Zadie’s location and feeding in the classroom is allowed. Expressed breast milk may be brought from home if **frozen** or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. **Frozen breast milk** must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a **factory-sealed container** in a ready-to-feed strength or powder or concentrate. Formula will be prepared at the child care site according to the instructions provided by the manufacturer or from the child’s health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.
- Bottles should only contain formula/milk unless otherwise indicated by a health care professional.

Toddler Feedings

Children are encouraged to self-feed. Children are encouraged, but not forced to eat a variety of foods.

Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, popcorn, thickly spread butters and hard candy.

Health & Safety

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every **January** we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded from school during outbreaks of vaccine preventable illness as directed by the state and/or local health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child’s physical should be received at the time of enrollment. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessments and immunizations are given to the program. **Yearly physical and flu vaccines are required.**

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect the health of other children and staff; sick children must remain at home. The center has the right to refuse a child who appears ill. You will be called and asked to pick up your child if they present with any of the symptoms listed below. This list is not an all-inclusive. While we wait for you to arrive, we will try to keep your child comfortable but he/she may be excluded from all activities until you arrive.

List of symptoms that require immediate pick-up by parent

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

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for **24 hours without a fever reducer.**
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all school activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note is required stating that the child is no longer contagious and may return to school.

Table of Excludable Communicable Diseases

Respiratory Illnesses

Chicken pox
German Measles
Hemophilus Influenza
Measles
Meningococcus
Mumps
Strep Throat
Tuberculosis
Whooping cough

Gastrointestinal Illnesses

Campylobacter
Escherichia coli
Guardia Lamblia
Salmonella
Shigella

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

Allergy Prevention

Families are expected to notify us regarding children's **food, drug and environmental allergies**.

Families of children with diagnosed allergies are required to provide a letter from their child's health care provider detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the office, the classroom and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications, in their original containers, should be handed to a trained staff member who is authorized to administer medication with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded and given based on the instructions provided.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication must match the written instructions. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles) that specifies the dosage and time(s) to be administered for each medication.
- **Non-prescription medications/topical ointments** (e.g., diaper cream) require a note by the parent, specifying frequency and dosage to be administered and/or applied. Administration forms are available upon request.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health.

We will notify families about exposure so children can receive preventive treatments when appropriate. The following illnesses are considered communicable diseases:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

Injuries

Safety is a major concern in child care and daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an accident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the closest hospital by ambulance, while we try to contact you or an emergency contact.

All serious medical emergencies are handled in the following manner:

1. Teacher or caregiver will immediately tend to the child's needs by first assessing the child and the seriousness of the incident.
2. The co-teacher will call an administrator or 911 for help if necessary and then tend to the needs of the class which may require a change of venue.
3. Parents will be notified by a member of the administrative team.
4. In the event an ambulance needs to be dispatched, a member of the administrative team will accompany the child to the closest hospital along with all the necessary paperwork and insurance information.
5. Accident reports will be completed by the teacher in the classroom and reviewed by the site director before being provided to the parent.
6. A thorough investigation of the accident will be conducted within 72 hours of the incident.
7. If necessary a meeting with the parent, teacher and site director will take place after the investigation has been conducted along with a written action plan that will be implemented within the next 14 business days.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more developmentally appropriate behavior. Our focus will not be on punishment for biting, but on redirecting behaviors that address the specific reason for biting.

Confidential notes will be written to each of the families involved. We will work together with the families of each to keep them informed and to develop strategies for change. If the problem starts to spiral out of control, a parent conference will be mandatory to discuss strategies to help the biter at school and home through this phase of development.

Discipline

Any staff persons 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, humiliating and/or frightening treatment, or any other kind of abuse, neglect, or exploitation by any adult, is required by New Jersey state law to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately.

Mandated Reporter and Suspected Child Abuse

All employees of Zadié's are mandated reporters. Therefore, we are required by law to report all observations of child abuse or neglect to the appropriate state authorities. If we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred, we must notify child protective services. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Prohibited Items

In order to protect all children and families smoking, illegal substances and weapons are prohibited on the premises at anytime. The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are designated non-smoking areas.

Any dangerous object, which by the manner it is used or intended to be used, that is capable of inflicting bodily harm is not permitted on the premises.

If this policy is violated in any way, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Release of Children

A child may only be picked up by a parent/guardian or any other person designated in writing by the parent/guardian. Person designated as authorized pick ups may also assume responsibility for the child in the event of an emergency in which the parents cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

Fire Safety

Our center obtains a valid fire safety inspection certificate issued by the municipality in which it is located. The fire evacuation plan and drill is reviewed and practiced with the children and staff on a **monthly basis**.

Center Policies

Our center policies are reviewed quarterly and updated annually. New policies and manuals will be distributed yearly during the contract renewal process. All center polices are available for review upon request. To view the center policies, please contact a member of the administrative team.



Appendix



EXPULSION POLICY

CHILD'S NAME: _____

The State of New Jersey has instructed us to provide you with the following information:

Occasionally, there are situations that result in the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, in order to prevent this policy from being enforced. The following are reasons why we may have to expel or suspend a child from our center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward staff in front of enrolled children
- Unsuccessful resolution of an issue where more than one child from the family is enrolled in the program and the parent decides to remove one child but leave the others in care... all children from a family must un-enroll at the same time
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- 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

PARENT SIGNATURE: _____



INFORMATION TO PARENTS DOCUMENT

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with this informational statement. The statement highlights, among other things:

1. Your right to visit and observe Zadie's at any time without having to secure prior permission
2. The center's obligation to be licensed and to comply with licensing standards
3. The obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Division of Youth and Family Services (DYFS)

Please read this statement carefully. If you have any questions, feel free to contact an Administrator.

Please complete and return this portion. (Please print)

Child's Name: _____

Parent's Name: _____

I have read and received a copy of the Information to Parents Document prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Signature: _____ Date: _____

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 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 Bureau of Licensing in the

Division of Youth and Family Services (DYFS). 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 Bureau of Licensing in the New Jersey Division of Youth and Family 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 the director. 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 Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

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 Bureau of Licensing at (609)292-1021 or (609) 292-9220. Of course, we would appreciate your bringing 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau 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 Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during current licensing period. Let us know if you wish to review them and we will them available for your review.

Our center must cooperate with all DYFS inspections/investigations. DYFS 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 Bureau 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 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 before taking a child on each trip.

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 Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at (800)792-8610, or any DYFS District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting the Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717



IEP or IFSP DOCUMENTS

Please complete the information below and return to Zadie's with any supporting documents (if applicable):

Parent Sign-off Sheet

Child's Name: _____

- I am providing a copy of my child's IEP or IFSP.
- My child has an IEP or IFSP but I am not providing a copy of my child's IEP or IFSP.
- My child does not have an IEP or IFSP.

Printed Name: _____

Signature: _____ **Date:** _____

Confidentiality

Unless we receive your written consent, information regarding your child will not be released to anyone who does not sign the Parent Contract with the exception of those documents required by our regulatory and partnering agencies. All records concerning children at Zadie's are confidential.



Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, they must stay home. If such symptoms occur at the center, parents will be notified to pick up and the child may be removed from the group until the parent arrives.

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

Once the child is symptom-free for 24 hours or has a health care provider's note stating that the child is no longer poses a serious health risk to himself/herself or others, the child may return to the center.

Table of Excludable Communicable Disease

A child who contracts any of the following diseases may not return to the center without a health care provider's note. All the diseases listed are reportable to the health department by the center.

Respiratory Illnesses

Chicken pox
German Measles
Hemophilus Influenza
Measles
Meningococcus
Mumps
Strep Throat
Tuberculosis
Whooping cough

Gastrointestinal Illnesses

Campylobacter
Escherichia coli
Guardia Lamblia
Salmonella
Shigella

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

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



Policy on the Release of Children

Each child may be released only to the child's parents or persons authorized by the parent to take the child from the center and to assume responsibility for the child in an emergency if the parent cannot be reached.

If a non-custodial parent had been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parents or persons authorized by the parent fail to pick up the child at the time of the centers daily closing, the center shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent or persons authorized by the parent
3. If after more than two hours, the parent or authorized person has failed to pick up and the staff members cannot continue to supervise the child at the center, the staff member shall call the 24 hour child abuse hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parents or persons authorized by the child's parents is able to pick up the child.

If the parent or persons authorized by the parents appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such and impaired individual
2. Staff member will attempt to contact the child's other parents or an alternative persons authorized by the parents
3. If the center is unable to make alternative arrangements a staff member shall call the 24 hour child abuse hotline 1-877-NJ-ABUSE (1877-652-2873) to seek assistance in caring for the child.

For school-aged child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parents.



Zadie's Parent Handbook Acknowledgement

Please put a checkmark in each box acknowledging that you have read and understand the policies stated within each section of the Parent Handbook. Please detach this page and return it to the center prior to enrollment or during your contract renewal period.

- | | |
|---|--|
| <input type="checkbox"/> About Us | <input type="checkbox"/> Drop off & Pick up |
| <input type="checkbox"/> Communication & Family Partnership | <input type="checkbox"/> Personal Belongings |
| <input type="checkbox"/> Curricula & Learning | <input type="checkbox"/> Nutrition |
| <input type="checkbox"/> Tuition & Fees | <input type="checkbox"/> Health & Safety |
| <input type="checkbox"/> Attendance & Withdrawal | <input type="checkbox"/> Emergencies |

Additionally, please put a checkmark in each box acknowledging that you have read and understand the following policies located in the body of the Parent Handbook and the Appendix.

- Expulsion Policy
- Information to Parents Document
- IEP or IFSP Documents
- Policy on the Management of Communicable Diseases
- Policy on the Release of Children

This handbook may be updated from time-to-time, and notices along with new or revised policies will be provided in a timely manner.

Thank you for your cooperation. We look forward to a lifelong partnership.

Parent (1) Name: _____

Parent (1) Signature: _____ Date: _____

Parent (2) Name: _____

Parent (2) Signature: _____ Date: _____

***July 24, 2015**