

Parent Handbook

location

620 Route 23 North
Pompton Plains, NJ 07444

contact

973-835-0044
www.sobigcdc.com



Our Mission Statement

Dear Parent(s),

As a child care provider, our mission is to provide a safe and nurturing environment where your child will learn through age appropriate activities that are both fun and challenging. Through daily routines, the children will learn to become more independent, follow directions and respect others. Because children learn through play they will participate in experiences with arts and crafts, large and fine motor activities, dramatic and cooperative play, music and computer. All this is provided through a language rich environment. We are confident with our parents' and staffs' continued support the children will have a wonderful experience at So Big Child Development Center throughout their time with us.

Very truly yours,

Johanna and James Kimberlin

[owners]

Guidelines for Positive Discipline

Positive discipline is a process of teaching children how to behave appropriately. This includes respecting the rights of the individual child, the group, and the adult. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they need to do. Punishment teaches fear; positive discipline teaches self esteem and self control. We are role models for the children. The behaviors we demonstrate are the behaviors they will imitate.

Planning Ahead

- Anticipate and eliminate potential problems
- Have consistent, clear rules that are explained to the children
- Have a well planned daily schedule. Understand that your schedule may need to be changed or altered.
- Include some group decision making
- Provide time and space for each child to be alone
- Make each child feel that he/she has a positive influence on the group
- Guide the children on how to appropriately resolve their differences
- Share ownership and responsibility with the children; talk about OUR room, OUR toys, etc.

Intervening When Necessary

- Always try re-directing to a new activity to change the focus of a child's behavior
- Provide one-on-one attention to help the child deal with a particular situation
- Provide alternative activities and acceptable ways to release feelings
- Point out physical or logical consequences of specific behaviors
- Offer a choice only if there are two acceptable options
- Instead of criticizing the child, put an emphasis on the behavior; examples: We do not tell a child he/she is "good" or "bad"; instead we say, "You're doing a great job cleaning up!" or "When you take Bobby's toy, that hurts his feelings.
- When all of these options have been exhausted, use "time out" by removing the child to a part of the room where they can see what is going on so that he/she may regain self-control. (One minute per year of the child's age is a good rule of thumb.) The child will be supervised at all times. When the designated time has passed, the teacher will then discuss the situation and possible alternative behaviors for use in similar situations in the future.

Showing Love and Encouragement

- Respond to and reinforce positive behavior; acknowledge or praise to let the child know that you approve of his/her behavior
- Provide positive reinforcement through rewards for good behavior
- Use encouragement rather than competition or comparison
- Overlook small annoyances, and deliberately ignore being provoked by a child
- GIVE HUGS AND CARING TO EVERY CHILD EVERY DAY
- Positive discipline takes time, patience, repetition, and the willingness to change the way you deal with children.

Guidelines for Administering Medication

We will only give medication after written consent has been given by the child's parent(s). So Big staff members will not administer pain/fever reducer medications to mask fevers or symptoms of illness.

All medication will be kept in a secured area that is inaccessible to the children. Non-prescription medication should be stored in a labeled container with a child-proof cap. We will not accept it in any other form.

Any prescription medication for a child must be prescribed for that child and **MUST BE** stored in its original container. The child's name, the name of the medication, the date it was prescribed or updated, and directions for its administration must be included on the label.

Children requiring medication (over the counter and/or prescription drugs) during school hours must provide a written note from a healthcare provider which includes the medication name, dosage and time to be given. Topical (skin) ointments, Chap Stick and cough drops may be given with a note from child's parent, giving permission for a So Big staff member to administer. Do not leave medicine, ointment, ChapStick or cough drops in the child's personal belongings.

It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life-threatening illness called Reye's Syndrome. If a child shows any side effects of medication, it will be reported to the parent. When giving medication, directions will be followed carefully. Use of a medicine spoon with marked amounts, will be used for giving liquid medication. Food, juice, soda, or anything except water will not be given with the medicine unless the directions call for it. The child will be watched to be sure the medication has been swallowed.

The following will be put on the medication consent form that has been signed by the parent:

- The child's name and parental authorization
- The name of the medication
- The healthcare provider's instructions for administering the medication, including the dosage and frequency
- The time and by whom the medication was administered to the child
- Any adverse effect the medication may have had on the child

Our Staff will not take medication of their own in front of the children, as the children may try to imitate. Medication will not be referred to as "candy." The staff will help the children understand that medicine is helpful and important, and must be treated with care.

School Illness Policy

If a child exhibits any of the following symptoms, he/she may not attend the center. If these symptoms should arise at school, your child will be removed from the group, and you will be called to take him/her home. Once the child is symptom free for 24 hours (without the use of pain/fever reducer medicines), or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

Severe pain or discomfort	Acute diarrhea
Episodes of acute vomiting	Temperature of 101.5
Sore throat or severe coughing	Yellow eyes or jaundice skin**
Red eyes with discharge**	Infected, untreated skin patches**
Difficult or rapid breathing**	Skin lesions, weeping or bleeding
Skin rashes lasting more than 24 hours	Swollen joints
Visibly enlarged lymph nodes**	Stiff Neck
Blood in the urine**	Broken Bones**

**Must have a doctor's note to return to school. A fax will not be accepted.

The parent will be required to pick up the child if the following symptoms are present. The child may return when he/she is symptom free for 24 hours (without the use of pain/fever reducer medicines).

Green discharge from eyes or nose	Vomiting
More than one episode of diarrhea	Low grade temperature

Table of Excludable Communicable Diseases

Respiratory Illnesses

Chicken Pox
German Measles
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shingella*

Contact Illness

Impetigo
Lice
Scabies

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

WE ARE A NUT AND PEANUT FREE SCHOOL

Tuition Policy

1. Tuition is pre-paid, on a monthly or bi-monthly basis. Monthly tuition is due on the 1st of each month. Bi-Monthly tuition is due on the 1st and 15th of each month. If the 1st or 15th falls on a holiday or weekend, tuition is due the school day before.
2. Tuitions are subject to change without prior notice.
3. If tuition is not paid, a late fee will be added to your account. Late payments are subject to a \$30.00 overdue charge per payment. The director reserves the right to suspend care if tuition remains unpaid or for N.S.F. returned checks.
4. There are NO ADJUSTMENTS in tuition for time not used, including holidays, absences, or emergency closings.
5. Minimum registration for the Infants, Waddlers and Toddlers is 20 hours per week. Kindergarten minimum registration is 5 days 9:00-3:00. Toddlers, 2's, 3's, and 4's must arrive no later than 9:30 a.m.
6. **Part-timers** may not bring in children for unscheduled days without pre-approval from the director. Part-timers must set their days of attendance at the time of registration. **Part-timers must attend the same days every week.** All children are subject to a \$8 an hour charge for any time they spend beyond their daily scheduled hours.
7. **Registration Fee:** There is a \$100 Registration Fee due at the time of Registration and for each subsequent September. Registration Fees cover a school year, from September through August. For returning children, registration fees will be due the first week in March for the following school year.
8. **Security Deposit:** A security deposit equal to a 1/2 of a month's tuition is required before the student starts at the center (Students registered before January 2004 has a 4 week security deposit). For students registered before February 2010, 30 days advance notification must be given before your child's last day of attendance, your security deposit will then be applied to the final weeks of tuition. If 30 days notice is not given to So Big Child Development Center, the security deposit cannot be used, and will not be applied. For students registered after 2010, your security deposit will be applied to your first month at So Big. If there is an outstanding balance owed to So Big Child Development Center, we reserve the right to send your account to collections.
9. **Vacation and tuition credits:** A 30 day written prior notification is required. Children two years of age or older are granted two weeks vacation credit. Children under two years of age are granted one week vacation credit. Vacation credit is based on the school calendar, from September through August. Credit is given for a full week, and may not be divided into separate days.
10. **Early drop-off:** No child is permitted in the building before 6:30 a.m. **Late pick-up:** After 6:30 pm there is a \$1.00 per minute charge for each child. Late payment must be made **immediately** to the caregiver on duty. The school does not pay staff after 6:30 pm. In the case of emergency or inevitable lateness, please call the school so alternative care can be arranged. If you have not picked up your child by 6:45 pm, and we have not been able to contact you, we will call the emergency contacts listed in our child's file. After 7:00 pm we may exercise our option as directed by The Division of Youth and Family Services to leave your child at the local police department, or to call DYFS for further instructions. If a caregiver has been gracious enough to stay late with your child, please do not be angry about being charged a late fee. It is not their fault that you are late, and they may have had to cancel their own plans to accommodate you. We are more concerned that your child remains well cared for and safe.
11. If you need to drop off your child earlier than your scheduled hours call or write a note 48 hours in advance to the owner/director requesting the change. You will be invoiced \$8 an hour or any part of an hour for any time your child attends school prior to daily scheduled hours.

Policy on the Release of Children

Each child will only be released to the child's custodial parent(s) or a person authorized by that parent to take that child from the center. Person must be at least 18 years old. The parent(s) will designate people to assume responsibility for their child in an emergency if the custodial parent(s) cannot be reached. A telephone # must be listed on the back of the emergency card of a person who can pick up your child in 15 minutes.

The center will ask for proof of identification, such as a driver's license, to verify the identity of a person picking up a child. Children must be secured in a seat belt and or appropriate car seat.

These procedures will be followed by a staff member if the parent(s), or person(s) authorized by the parent(s), fails to pick up a child at the time of the center's daily closing.

1. The child must be supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. After 7:00 pm, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed, and the staff members cannot continue to supervise the child at the center, the staff member will call The Division of Youth and Family Service's 24 hour toll free hotline to seek assistance in care for the child, until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

DYFS HOTLINE TELEPHONE NUMBER: 1-800-792-8610

These procedures will be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired, to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual.

1. The child will not be released to such an impaired individual
2. Staff member(s) attempt to contact the child's other parent or alternate person(s) authorized by the parent(s)
3. If the center is unable to make alternative arrangements, as noted above, a staff member shall call the Division of Youth and Family Services Hotline telephone number to seek assistance in caring for the child.

DYFS HOTLINE TELEPHONE NUMBER: 1-800-792-8610

The center also maintains the option of calling the local police department for assistance, if necessary. The parent(s) or other authorized person(s) may pick up the child at the local police station.

Policy Concerning the Expulsion of Children

We reserve the right to expel a child at any time, without notice, if the child exhibits excessively dangerous behavior, endangering himself or herself, or anyone else at the center.

So Big Child Development Center will notify parents or guardians of behavior that could potentially lead to expulsion. This notification may be written or verbal, and may require a conference with the teacher and/or the director. In this notification there will be specific guidelines and timelines for resolution of inappropriate behavior. These guidelines and timelines will be made on a case-to-case basis, depending on the severity of the behavior.

Potty Training Policy

When your child begins to show an interest in potty training at home, we encourage you to use these guidelines as a starting point for training. You should teach your child the proper way to use the “potty” by using toilet tissue to wipe, flushing the toilet and washing hands. At school, the child will be asked to use the potty. Please use the word “potty” when referring to going to the bathroom at home so we are being consistent. **Do not pressure your child to potty train, but prepare him/her over a period of time.** When the child shows some consistency at home then we will reinforce it at school by taking him/her to the bathroom every half hour.

Please send your child to school in clothing that is easy for him/her to pull up and down (no overalls and no stockings). Elastic waisted clothing is preferred. No underpants can also make it easier.

After two accidents we will put him/her in a diaper or a pull-up which ever is provided by a parent. We also ask that you provide two extra sets of clothes besides the ones that are requested in the beginning of the school year.

If you have any questions or concerns please talk to your child’s teacher.

*** Potty training is an exciting time for everyone, however it can get frustrating. Please try to keep a routine at home no matter how hard it may be. Remember we are working as a team.**

Biting Policy

When a child bites another child or staff member three times, the parents of that child will be called in for a meeting with the teacher and director. At this time, the staff members and parent(s) will discuss a plan of action. This plan will include home and school interventions to reduce the biting. The parent(s) and staff members will meet two weeks later to evaluate the progress. If the biting has stopped, the child can remain at So Big. In the event the biting has not stopped, these options will be given: reduction in child’s hours, reduction in child’s days, temporary suspension (no discount provision), or termination of care (expulsion).

Information to Parents

Dear Parent(s),

In keeping with New Jersey's child care licensing requirements, we are obliged to provide to you, as a parent of a child enrolled at our center, with this statement.

The statement highlights, among other things, your right to visit and observe our center at any time without having to secure prior permission, the center's obligation to be licensed and to comply with licensing standards as well as 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, and if you have any questions, feel free to contact us.

**Sincerely,
Johanna and James Kimberlin**

Our center is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of 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 are 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 and make it available to interested parents for review. If you would like to review our copy, just ask a staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.

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. 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 these concerns to our attention, as well.

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We are required by the State of NJ, Department of Children and Families, Offices of licensing to inform all parents that a list Toy Hazard Recalls and Infant/Child Product Recalls is available on line at this website: www.state.nj.us/lps/ca/recalls.htm or call toll free Department of Law and Public Safety and Division of Consumer Affairs' at 1-800-242-5846.

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

Parents are entitled to review the center's copy of the 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 the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all 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. These visits should stay within a 15 minute time frame.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.).

Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in New Jersey Department of Law and Public Safety for information about filing and LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the Division Youth and Family Services' Office of Child Abuse Control, Toll-Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.