



Greenwich Nursery School

GREENWICH NURSERY SCHOOL

Parent Handbook

School Year 2023-2024

Updated by Amy Andersen
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Greenwich Nursery School

Greenwich Nursery School is a fully accredited preschool, certified by the New Jersey Department of Children and Families. Certified teachers are in charge at all times. Staff is certified in first aid and CPR. Greenwich Nursery School is a non-denominational, private preschool.

We are in the lower level of the Old Greenwich Presbyterian Church, just off Rt. 173 in Stewartsville.

Our mailing address is: 17 Greenwich Church Rd.
 Stewartsville, NJ 08886
 Phone: 908-479-6886
 Fax: 908-479-4269
 Email: director@greenwichernursery.com

MISSION

Our purpose is to provide a comprehensive program designed to meet the developmental needs of each child so he/she will grow emotionally, socially, physically, and intellectually in an atmosphere of love, acceptance and support. We recognize children are best understood and supported in the context of family, culture, community, and society.

Philosophy

The Greenwich Nursery School seeks to provide a preschool experience allowing for the individual differences in children. Recognizing differences in interests, growth rates, and developmental maturity, the setting stimulates and promotes a feeling of security and well-being. Specific learning experiences are geared to the individual children participating to stimulate the greatest measure of success possible.

GENERAL INFORMATION

Parent Notices: The backpack page of our website www.greenwichernursery.com is kept up to date with daily activities, newsletters, projects, important information and special events. The program bulletin board located in the hallway will serve as a center for posting notices, reminders, changes of plans, etc., so please check it daily. The whiteboard next to the director's office will list the activities of the day.

A monthly newsletter/calendar will be sent home with your child to keep you informed about various learning experiences in which your child is participating. Please keep it handy for reference throughout the month as it notes any special activities that are planned.

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REGISTRATION

Registration is conducted on a first-come-served basis. Registration begins on the 4th Monday in February and will continue until all spots are full.

The registration and enrollment forms will be distributed for completion during the registration process or you may print them from our website. These completed forms along with a \$65.00 registration fee will secure your child's spot for the school year. You **MUST** have the Universal Health Form completed by your child's health care provider and returned back to the school, along with a record of updated immunizations by August 15th. Your child will not be admitted to the school without completing all the required paperwork, universal health form and immunization records, all of which are located on our website under "Registration/Forms"

In addition, NJ State Law requires that all children enrolled in preschool receive the flu vaccine between September 1st and December 31st each year.

CURRICULUM

At GNS, it is our goal to teach and guide our students to acquire the fundamental knowledge, confidence, and creativity they need for their future.

GNS uses *The HighScope Preschool Curriculum*, a revolutionary early childhood educational approach to teaching and learning. Research-based and child-focused, the HighScope Preschool Curriculum uses a carefully designed process called "active participatory learning" to achieve powerful, positive outcomes. The HighScope Preschool Curriculum helps young children excel in language and cognitive learning and promotes independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving. These are the fundamental skills that help determine success in adult life.

We use your child's natural curiosity to learn, experiment, explore, create and investigate through developmentally appropriate "play" while adhering to the NJ Core Preschool Teaching and Learning Standards established by the NJ Department of Education. Our daily schedule includes opportunities designed to develop language, motor skills, social relationships, good health/safety habits and Kindergarten readiness. Learning is promoted through various activities such as:

- Dramatic and free play
- Science experiments
- Storytelling
- Directed indoor and outdoor play
- Pre-Reading experiences
- Math-oriented games
- Creative art and music
- Large motor activities
- Manipulative skills
- Introduction to Handwriting without Tears

PROGRAMS

- 2 1/2 - 3-year-olds: Meet 2 days per week; Tuesday & Thursday
(2nd class may be offered on Mon/Wed starting February)

Morning classes only 9:00 - 11:00 a.m.

Children must be 2 1/2 years old by October 1st and potty trained or almost potty trained. The class begins the first week in October, and is limited to 15 students.
- 3 - 4 year olds: Meet 2 days per week; Tuesday & Thursday or Monday & Wednesday

Morning classes meet from 9:00 a.m. - 12:00 p.m.
*Afternoon Enrichment Program, is available separately from 12pm-12:55pm.
Extended Learning Fridays from 9am-12pm will be available starting October 6th, 2023*

Children must be 3 years old by October 1st
- 4 - 5 year olds: Meet 3 days per week; Monday, Wednesday & Friday OR
Meet 5 days per week: Monday to Friday

Morning classes meet from 9:00 a.m. - 12:00 p.m.
Afternoon Enrichment Program will be offered separately to allow students to stay until 12:55pm or 2:30pm (Monday-Thursday).

Children must be 4 years old by October 1st

Minimum enrollment must be satisfied for classes to run.

CLASSES OFFERED

2+ Program

This class begins the first week in October and meets Tuesday and Thursday from 9:00 a.m. to 11:00 a.m. It is designed primarily as a structured playgroup for children who are at least 2 1/2 years old by October 1st and potty-trained or almost potty-trained.

Daily activities include art, story and circle time, songs/finger plays and free play. The class provides an opportunity for socialization with other children and a short separation from their primary care giver. Minimum enrollment must be satisfied for class to run.

3-Year-Old Program

These classes serve as the child's first real school experience. The program focuses on adjustment, establishing a routine, and setting limitations. Socialization, language development, and readiness activities are included. We strive to foster growth in group and individual experiences. These classes meet on Tuesdays and Thursdays. Children must be 3 years old by October 1st. Classes begin in September. Minimum enrollment must be satisfied for classes to run.

4-Year-Old Programs

GNS has several options for 4 and 5 year olds. We offer classes both three days a week and five days a week. Classes offer children a structured, individualized program of readiness activities to prepare children for Kindergarten, along with artwork, free plays, stories, finger play and handwriting. Learning experiences include active participation in both group and independent studies. Classes are held Monday, Wednesday and Friday or Monday through Friday. For the child who would benefit from an extra year in preschool before transitioning to Kindergarten, the five day program is an option. The curriculum and the project themes are similar to those in the three day program, but the actual activities may differ and include a focus on STEM activities, due to the developmental maturity of this group. Our goal is to take these students a "step further" because their skills are more advanced. The objective is to move them beyond standard kindergarten readiness preparation and help them advance their fine motor, social, and academic skills. Minimum enrollment must be satisfied for class to run. Children must be 4 years old by October 1st. Classes begin in September.

STAFF TO CHILD RATIOS

Certified teachers, as required by NJ State Licensing, are in charge of classrooms at all times.

Our staff to child ratios are as follows:

2+ Class - 1:10

3 Year Old - 1:10

4 Year Old - 1:12

GNS generally assigns 2 teachers: a group teacher and an assistant teacher to each class. A float is provided wherever needed to assist in each class. The staff ratio is above state mandates and provides a higher standard of care.

DAILY SCHEDULES BY PROGRAM

Daily Schedule 3's and 4's	
9:00-9:10	Greeting Time
9:10-9:20	Circle
9:20-9:35	Large Group Time
9:35-9:50	Small Group Time
9:50-10:00	Planning Time
10-10:50	Work Time
	Art Room (during Work Time)
10:50-11:00	Clean Up Time
11:00-11:10	Recall
11:10-11:25	Snack
	Outside/Gross Motor Play/Music & Movement
11:25-12:00	

Daily Schedule 2+ Program	
9:00-9:10	Greeting Time
9:10-9:15	Circle Time
9:15-9:20	Large Group Time
9:20-9:35	Small Group Time
9:35-9:40	Planning Time
9:40-9:55	Work Time
9:55-10:05	Clean-up Time
10:05-10:10	Recall Time
10:10-10:25	Snack Time
10:25-11:00	Outside Time

AFTERNOON ENRICHMENT PROGRAMS

This program provides great exercise in a structured format that introduces a wide variety of games, parachute play, relays, obstacle courses, and sports; building coordination, balance, and confidence. The basic rules of each game or sport are introduced and the importance of teamwork, cooperation, and camaraderie are reinforced.

Children enrolled in the 4-year-old programs are eligible to participate and can sign up to stay any day of the week until 12:55 pm or 2:30 pm, This flexible program allows parents to provide additional time for socialization and learning in a play-based environment.

Our 3-year-old students are welcome to sign up to stay until 12:55 pm. Certain enrichment classes may be available, such as Amazing Athletes and Music Together, for our 3-year-old to join for a different fee schedule from the general Lunch/Play Afternoon Enrichment program. Ask the Director for details.

Please see our website or Enrichment brochure for more information and details on when we are running each session.

TUITION

Tuition is billed in three (3) trimester installments OR can be billed monthly over 9 months starting in July. Quarterly payments for the school year beginning in September are due on **July 1, November 1 and February 1.** (Note: 2.5 class billing occurs 1 month after the dates mentioned as the program starts later.)

Monthly billing is available through our Brightwheel app. If paying monthly, the tuition for the upcoming month will be due by the 15th of the current month. (Example: Pay monthly tuition for October by September 15th.) Email director@greenwichnursery.com if you would like to discuss changing to monthly billing. Monthly payments start in July and the last payment is due in March.

All invoices will be sent out through Brightwheel app and you will not receive a paper invoice.

Enrichment payments will be billed as one-time charges on Brightwheel and will be due 1 week prior to the start of the session.

Tuition and Enrichment payments not received within fifteen (15) days of published due date(s) will be assessed as a \$20.00 late charge. A 30-day delinquency shall constitute grounds for review of your account among the Board Finance Committee. Should tuition for

the first trimester go unpaid before the start of the school year, we will consider this as your decision to remove your child from the program and thus, replace their spot with another child.

Payments can be made via Brightwheel using bank account or credit card. You may also choose to pay cash or check, which should be mailed or handed directly to the Director.

TUITION REFUND

With enrollment in GNS, parents assume responsibility for the full years' tuition. Tuition, net of costs associated with your child's enrollment in the program, may be refunded only if the following criteria are met:

1. A note is provided from the child's physician stating he/she must be re-moved from the program for health/medical reasons.
2. If the GNS Director and/or staff determine a child does not successfully adjust to the program.
3. If a family moves or is transferred from the area.

GNS Reimbursement Policy

There are times when Greenwich Nursery School may cancel school including, but not limited to weather conditions (e.g. snow), emergency situations, health & safety of the staff/students (e.g. due to an illness outbreak), and lack of staff availability (eg. due to an unforeseen circumstance).

Our staff understands that our decision to open, close or delay school opening during inclement weather or any other situation often disrupts family schedules. We also understand that our children are better served – academically, emotionally and socially – by being in school. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

Our general policy is to not reimburse tuition payments for days of school cancelled during the year. However, the GNS Board reserves the right to make an exception to this if one of the closures is over a week long. If we do close for some reason for over a week, GNS may also try to make up for some of the days of closure by taking away planned days off in the school year calendar (e.g. Spring Break) or lengthen the school year.

PROGRAM WITHDRAWAL

If a child is to be withdrawn from the program for any other reason, the parent must provide GNS thirty (30) days written notice of the withdrawal date. Parents will be responsible for the balance of tuition or be charged a \$200 withdrawal fee, whichever is less. Any other requests for refunds will be reviewed by the Board and considered on a case-by-case basis. Refunds are at the sole discretion of the Board.

ARRIVAL

All morning classes begin at **9:00 a.m.** We ask that parents bring their child between 8:45am-8:55am to promote a positive start to the day and success in the program.

Upon arrival, children must be signed in by an adult. This will be done using our Brightwheel app using the QR code.

At the beginning of each day a Greenwich Nursery School staff member will open the “main outside” doors to welcome GNS families. The “main outside doors” will remain closed until these times. After children have arrived, the doors leading to the GNS hallway will be locked for security reasons. A doorbell is located on the wall outside these doors for early pick-up and late arrivals.

Parents/Guardians dropping off will walk their student in to the building to check their child in on Brightwheel, help them take off coat and backpack, take out their folder (to put in classroom inbox bin), and have child use the bathroom (if needed) and wash their hands. The child will then come into their classroom and sit to prepare for Circle Time.

DISMISSAL

During the Open House and first few days of school, you will be notified of specific pick-up procedures. The teachers will only dismiss each child, once their parent/guardian has arrived to sign them out. Once the child is dismissed to the adult “in charge”, that person becomes solely responsible for supervising the child/children while on the GNS premises.

To have a smooth dismissal from our program the children will be released as follows. Teachers will walk children out of their class, packed up and ready to go. They will meet you at one of the following locations:

- Front main door OR Side door

Note: 2.5s and 3s will have parents/guardians come in to get them. The 4s are dismissed at the doors.

There will be signs on the designated doors to notify you if we have a different pick-up location (e.g. the playground)

Your child will only be released from school to those persons listed on your Child Release Form. If someone other than your designated persons will be picking up your child, we must receive advanced notice or your child WILL NOT be released. Written notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help us identify the person. Verbal notification in person or over the phone will not be permitted. You may fax your written request to 908-479-4269. Once we have been notified that another designated person will be picking up your child, we will require picture ID as proof of identification from that person BEFORE releasing your child. This is a security measure for all parties involved. Parents will be notified immediately if someone who is not on the list attempts to pick up their child. Please take the time to talk with the GNS Director about any custody issues relating to your child.

Note: Authorized pickups can be added to Brightwheel, so that they can sign a child in/out electronically.

POLICY ON THE RELEASE OF CHILDREN

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

If a non-custodial parent has 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 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, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parents; and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child; and

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement 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 shall not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, as noted above, a staff member shall call the Department's State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to seek assistance in caring for the child.

For School-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent.

PARENT PARTNERSHIP & INVOLVEMENT

Parent participation is a priceless tool for building strong bridges between home and school. There is much research that shows children become more confident and motivated to do well in school when a parent or family member takes interest in the child's school. GNS believes that communication between home and school is essential to a happy school experience. We provide many forms of communication to our families. We encourage parents/guardians to read our calendar, website backpack and bulletin boards. GNS has many opportunities to be involved and participate within the school. We participate in Strengthening Families through NORWESCAP and the NJ Division of Youth and Families. Parents may be asked to complete surveys throughout the school year.

We encourage parents to become active in our program and to attend as many special events as possible. Volunteers are always welcome at GNS. Any parent/grandparent who has a special interest, talent or profession is invited to come in and share it with the children. Birthday "Guest Readers" such as mom, dad, a family member or even an older sibling are welcome to help make the day a bit more special.

Volunteers are expected to check in at the office. Please contact your child's teacher to make arrangements. Volunteers are to report immediately to the teacher or Director if they observe inappropriate or abusive behavior. Volunteers are to maintain strict confidentiality when helping at school and are expected to be free of any convictions of child abuse (sexual, physical, and/or emotional). Volunteers who are scheduled on a regular basis are required to have background checks.

ABSENTEE POLICY

If your child is going to be absent at anytime during the year, the best way to report your child absent is to send a message through Brightwheel. Please write your child's name, program they attend, and the reason for their absence. We are required by the state to report any communicable diseases. The State of NJ requires that we report all cases of communicable disease and that we notify parents of other children in the program of possible exposure to such diseases. Specific/personal information about the child will be kept confidential. Please reference the policy on Illnesses/communicable diseases for additional information. A family will be contacted if their child is absent for more than three consecutive days.

NON DISCRIMINATORY ADMISSION POLICY

GNS does not discriminate on the basis of race, color, creed, nation or ethnic origin. We encourage the enrollment of children and families who represent diverse backgrounds and families and children with special needs. We welcome children of all religious and ethnic backgrounds, as we work with them towards the following goals:

- To establish and maintain a safe, healthy learning environment
- To advance physical and intellectual competence
- To support social and emotional development and provide positive guidance.

GNS staff will make every effort to communicate with children and families whose home language is not English. Parents are asked to share words or phrases in the home language that may help to make their child more comfortable. Non-English speaking parents are also encouraged to bring with them someone who can help translate questions, concerns, and information. Teachers will attempt to label classroom materials in the Home language. Parents are encouraged to share books and other materials in their own language.

BRIGHTWHEEL

GNS uses the alert system **Brightwheel** to notify parents via text message or email of school closings and other important information. Depending on your wireless plan data charges may apply. Email director@greenwichnursery.com if you don't have a logon and need to be invited.

Brightwheel is also the main communication tool parents and teachers use to communicate with each other. In addition, parents can see photos of their child and their child's class when posted by the teacher in the app. Please check daily!

Please note that messages to GNS staff may not respond to messages after hours but will do their best to respond in a timely manner.

SCHOOL CLOSINGS

Any closings or delayed openings due to inclement weather or an emergency closing will be posted on the GNS website and a message will be sent using Brightwheel via text and/or email.

If GNS has a **delayed opening** in the AM it will not affect the PM schedule. (Delays are usually one hour).

Inclement Weather Policy (main reason for school cancelations)

Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from transportation staff and from local law enforcement and road crews

- Amount of snow and/or ice accumulated

- Whether precipitation will continue throughout the day

- Temperature and wind chill

- Weather predictions (including those from a weather alert service)

- Storm timing, trajectory and projection

- Building conditions (such as whether our building's electricity and/or heat service is disrupted)

- Parking lot conditions

*Generally, Greenwich Nursery Schol will be closed or delayed for inclement weather when local school districts and government are both closed or delayed. Still, our center has its own exclusive circumstance. Find out information by checking Brightwheel app for a message.

Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy

COMMUNICATION

Communication is vital to our successful program. Your child's teacher and the Director are available to answer your questions before and after sessions. It may be more convenient to wait until the children are settled or to ask the teacher to call you later in the day. Please do not hesitate to approach us at any time. Any questions or concerns that are important to you, are important to us, as well.

CONFERENCES, OBSERVATIONS AND ASSESSMENTS

Parent-teacher conferences are held twice a year in January and May. During the conference, we discuss child development and any goals parents may have for their child, as well as review the child's portfolio. Each child in the class has a portfolio containing samples of child's work, assessments and observations. Parents and teachers may request a conference at any time to discuss concerns about a child's development.

FIELD TRIPS

Greenwich Nursery School supplements the in-class curriculum with off-premises field trips. Parents are required to give written permission for their child to attend each field trip. Notification of the field trip will be sent home in advance of the trip, with all pertinent trip information. The permission slip must be completed and returned to the teacher prior to the date of the trip. GNS does not provide transportation, parents are responsible for making transportation arrangements for their child. All trip costs must be paid in order for your child to attend.

CLASS LISTS

A class list will be provided for your convenience. It may contain names, addresses, and telephone numbers of the children in your class plus the names of parents and guardians. It will provide useful information for arranging carpools, birthday parties, and other get-togethers. *If you do not wish to have your address or phone number published, please inform the GNS Director.* The class list is intended for personal use only by families in GNS and is **NOT** to be used for business solicitation.'

DEVELOPMENTAL SCREENING POLICY

At GNS, we believe parents are experts on their children. Parents may not be child developmental specialists, but they are experts on their child. Research has shown that parent concerns are accurate predictors of developmental delays. To ensure that the needs of each child can be met through our learning program, a developmental screening is offered to our parents. The screening tool that is used is the Ages & Stages Questionnaires, Third Edition (ASQ-3). It pinpoints developmental progress in children between the ages of one month and 5 1/2 years. Its success lies in its parent-centric approach and inherent ease-of-use. This combination has made it the most widely used developmental screener across the globe. Evidence shows that the earlier the development is assessed, the greater chance a child has to reach their potential. Together, we can see that every child has this opportunity.

ASQ-3 Procedure

The Director will offer every newly enrolled family a copy of the ASQ-3 Questionnaire for them to complete. Each questionnaire is specific to your individual child's exact age at screening. The ASQ-3 will be scored by the Director and discussed at a meeting convenient with the family. This report will serve as a baseline screening. A copy will be given to the parents and a copy will be in the child's records. Based on the information in the report, teacher observations, and the family meeting, individual learning goals for each child will be created and implemented in lesson planning by the classroom teacher. If needed, referrals to community resources will be given to the family. Children under the age of three will be referred to Early Intervention and children three years and up will be referred to their home school district. Teachers will continue to monitor any child identified with potential special needs or learning difficulties. If warranted, additional updates on child's progress will be scheduled with the family within 4-6 months as recommended by the ASQ-3 as a follow-up. Otherwise the child's progress will be shared at the next regularly scheduled conference in January or in May.

EMERGENCY PROCEDURES

GNS has established emergency and lockdown procedures and practices monthly drills with the children and staff to ensure everyone is well prepared. In the event of a real emergency, GNS staff's primary focus will be the safety of the children and may not be able to promptly communicate with the parents/guardians. Once the school environment is safe, the GNS staff will reach out to the parents/guardians with any pertinent information or instructions.

SUPPLIES TO BRING TO SCHOOL

Backpack – This is helpful to bring papers and projects home daily and to protect them from inclement weather.

Sneakers – We try to go outside to play on the playground on a regular basis. During poor weather conditions we may go upstairs in the church and use Memorial Hall. The children jump, climb on the play structures and ride on the toys, so it is best that they have on sneakers that protect their entire foot. No flip flops, Crocs, cowboy boots, open backed shoes, or Mary Jane's that do not have rubber soles.

Jacket – Dress for the weather. We will be going outside at various times throughout the year, so please plan accordingly.

Extra Set of Clothing - Please keep an extra set of clothes in a gallon size Zip-loc bag with your child's name on it. The clothes should be kept in your child's backpack at all times in case of accidents or spills

Provide simple clothing that is free of complicated fastenings and since they will be using art materials and other hands on activities provide clothing that is washable. We will visit our playground in nice weather so provide clothing that is sturdy and shoes that are comfortable and safe. Provide sweaters and jackets even on the first, sunny, fall days in case they need them. Label all outer garments, hats & umbrellas.

LOST AND FOUND

Our lost and found coats/umbrellas are in the school hallway on hooks. Any small items are left by the 3s and 2.5s boards out in the outer hallway.

HEALTHCARE POLICY: MEDICAL HOME

GNS believes that Children are best cared for in an environment that supports the sharing of information about a child's growth and development with their parents/guardians. Please refer to the American Academy of Pediatrics for recommendations on the best use of emergency rooms, urgent care centers, minute

clinics and specialists as the best source of care for a child is a Primary Care Physician.

Before the school year begins, each child is required to have a health examination by a licensed healthcare provider. In addition, their immunization record and health form, including the flu vaccine, must be complete and on file in the school office. **This is a state law and no exceptions will be made!** For your information, free immunizations may be obtained at various clinics in our area. Contact the Director for more information.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

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

Once the child is symptom-free or has a healthcare provider's note stating that the child no longer poses a serious health risk to himself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

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

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:

<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (ISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococci)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500

Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases

609-826-4869

Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases)

609-826-4878

Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings

609-826-4920

**Report within 30 days after
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013

www.nj.gov/health/cd

H5267

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work- Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/helth/cd/documents/reportable_disease_magnet.pdf.

BREASTFEEDING POLICY

At GNS we support breastfeeding families. Support includes a quiet place in a small classroom as well as an electrical outlet nearby. Additional information on the benefits and support for breastfeeding families can be found on the CDC website at <http://www.cdc.gov/breastfeeding/pdf/BF-Guide-508.PDF> and the La Leche website at <http://www.llli.org>.

GOOD HEALTH PRACTICES

The health of all the children in our school is important to us. We request you keep your child at home when he/she exhibits any signs of illness. If a child becomes ill during the school day, parents will be notified to pick up their child. In emergency situations, where for some reason the parent of the child cannot be contacted immediately, the authorization provided on the GNS Authorization for Pediatric-Emergency Medical and/or Surgical Treatment form will be utilized. This authorization will only be used when absolutely necessary and only after every attempt has been made first to contact the parent. We are required by the State of NJ to notify other parents in the program of these highly contractible instances but specific information pertaining to a child is kept confidential.

MEDICATION POLICY

We prefer not to administer medication. We will make exceptions for matters of life or death situations. If administering medication, the following is required:

- Parents need to obtain a medical permission form from their healthcare provider, complete it and have it signed by the child's healthcare provider.
- Provide a doctor's script with child's name, date of prescription, time to be administered, dosage, and any other pertinent information.
- Medication must be in the ORIGINAL CONTAINER with date, child's name, prescription, dosage, time to administer and duration of administering. The medication will be stored in your child's classroom in a backpack.

PHYSICAL ACTIVITY POLICY

GNS understands the importance of physical activity in a child's life. Exercise reduces the likelihood of child obesity, develops lifelong healthy habits and supports developing motor skills for all children. Our staff promotes developmentally appropriate physical activity to help children and themselves practice lifelong healthy habits. The children will play outdoors, weather permitting on a daily basis. This time will include teacher planned activities and games, as well as free, unstructured time to run, climb and play. Physical activity will never be withheld as punishment.

ORAL HEALTH POLICY

Greenwich Nursery School recognizes the importance of healthy hygiene and nutritional habits. Annually, staff along with Dental Health Professionals in the community educate students on the importance of maintaining proper teeth care routines, making healthy food choices and limiting sugar intake as beneficial to maintaining healthy teeth and gums. Through stories, hands on demonstrations and activities, students learn about the proper way to care for their teeth.

FOOD AND NUTRITION

Parents are asked to provide a healthy snack daily. Such snacks could include, fruits, vegetables, cheese stick, yogurt, whole-grain cereal (low-sugar), whole-grain crackers and applesauce. Please refer to the Resources for Nutrition and Healthy Activity section for further information. To reduce stresses caused by life threatening food allergies, we are a nut free school. Nuts, peanuts, peanut products, including peanut or nut butter products manufactured in a facility that may contain nuts are not allowed in our center. Please make us aware if your child has any dietary restrictions or special requirements due to health or religious reasons.

It is required that we be notified of any allergies pertaining to your child. This information must be provided by your child's pediatric health care provider outlining any special requirements.

FAMILY STYLE DINING

To encourage family style dining GNS:

- Sit with children during snack time
- Use conversation as a means for teaching children good habits, appropriate manner and language development.
- Model healthy choices by not eating unhealthy foods in front of the children
- Never use food as a reward or punishment
- Allow children who are finished eating to participate in engaging activities while others continue eating

Meal Guidelines – Ages 1-12 Updated 8/03/05

Source: Child and Adult Care Food Program, USDA Food and Nutrition Service (www.nal.usda.gov/childcare/Cacfp/index.html)

BREAKFAST

Food Components	Ages 1-2	Ages 3-5	Ages 6-12 ¹
1 milk			
fluid milk	1/2 cup	3/4 cup	1 cup
1 fruit/vegetable			
juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
1 grains/bread³			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup

LUNCH OR SUPPER

1 milk			
fluid milk	1/2 cup	3/4 cup	1 cup
2 fruits/vegetables			
juice, ² fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
1 grains/bread³			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate			
meat or poultry or fish ⁴ or	1 oz.	1½ oz.	2 oz.
alternate protein product or	1 oz.	1½ oz.	2 oz.
cheese or	1 oz.	1½ oz.	2 oz.
egg ⁷ or	½	¾	1
cooked dry beans or peas or	1/4 cup	3/8 cup	1/2 cup
peanut or other nut or seed butters or	2 Tbsp.	3 Tbsp.	4 Tbsp.
nuts and/or seeds ⁵ or	1/2 oz.	3/4 oz.	1 oz.
yogurt ⁶	4 oz.	6 oz.	8 oz.

SNACK: Choose 2 of the 4 components

1 milk			
fluid milk	1/2 cup	1/2 cup	1 cup
1 fruits/vegetables			
juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³			
bread or	1/2 slice	1/2 slice	1 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving	1 serving
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate			
meat or poultry or fish ⁴ or	1/2 oz.	1/2 oz.	1 oz.
alternate protein product or	1/2 oz.	1/2 oz.	1 oz.
cheese or	1/2 oz.	1/2 oz.	1 oz.
egg ⁷ or	½	½	½
cooked dry beans or peas or	1/8 cup	1/8 cup	1/4 cup
peanut or other nut or seed butters or	1 Tbsp.	1 Tbsp.	2 Tbsp.
nuts and/or seeds ⁵ or	1/2 oz.	1/2 oz.	1 oz.
yogurt ⁶	2 oz.	2 oz.	4 oz.

Footnotes

- 1 Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
- 2 Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only othersnack component.
- 3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.
- 4 A serving consists of the edible portion of cooked lean meat or poultry or fish.
- 5 Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.
- 6 Yogurt may be plain or flavored, unsweetened or sweetened.
- 7 One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

HAND WASHING POLICY

The most effective way to avoid sickness is by washing hands. We ask your help in teaching your child the importance of hand washing. We ask you to help in encouraging your child to wash their hands multiple times throughout the day.

Teachers, assistants, and children will wash their hands:

- Upon arriving in the classroom
- Before and after eating
- After using the bathroom
- After using a tissue to blow/wipe nose
- Before and after playing in the water table
- After playing in the sand table
- After coming in from the playground
- Noticeably soiled
- Before/after playdough/clay

ACCIDENT/INJURY POLICY

GNS will maintain a file on record of accidents and injuries sustained by children while under our supervision. The record will include:

- Name of the child involved in the accident/injury
- Date, time and location of injury
- Written description of the accident, the injury to the child, names of witnesses, and the follow-up action taken by the school such as first aid, consultation or treatment by the physician

BITING POLICY

Biting is a common stage of development among toddlers and sometimes preschoolers. When biting happens, our response will be to help the child who was bitten and to help the biter find a more appropriate behavior. The focus for GNS will be on addressing the specific reason for biting. We will not put emphasis on punishment. The staff will discuss the biting incident with both sets of parents and work closely with the family to get through this stage. Every case of biting is individual and will be treated accordingly.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated on a monthly basis. All children having a birthday during the month will celebrate on the same day. The teachers will provide the snack. The school provides all other supplies needed for the celebration. Parents **do not** need to send a snack on these days.

NOTE: Regarding take-home party favors—Please be advised that the favors must be NON-EDIBLE due to severe and life-threatening allergies of students enrolled in the GNS program. This GNS policy was devised to eliminate the transfer of foods in the hallways and children’s cubbies that may find their way into the hands of a child who suffers from life-threatening allergies. Please check with your child’s teacher to verify the number of students in the class so there are enough treats for everyone. Treats will be placed in your child’s cubby and sent home.

PARTY INVITATIONS

Invitations will only be passed out at school if the entire class is invited. Remember to be sensitive to the feelings of all the children in the classroom (and their parents). If all children are not going to be invited, please take care of the invitations off of school grounds.

HOLIDAY AND SEASONAL CELEBRATIONS

Holiday and seasonal parties are held throughout the year. Parents are asked to donate various treats. A sign-up sheet is posted usually one week before the scheduled party. Please don’t feel you need to contribute every time...we usually have plenty of goodies!

TECHNOLOGY AND INTERACTIVE MEDIA FOR YOUNG CHILDREN

Children between the ages of 2.5 and 6 years are developing a sense of initiative and creativity. They have a natural curiosity for learning and their world that surrounds them. At this age, they are exploring a variety of ways to express this curiosity for learning and use a variety of media to accomplish their task. Since technology and media is a part of all of our lives and increasing in usage, we are seeing the benefits in the early childhood classroom for extending children’s learning and creativity through the use of technology and interactive media. Our staff will use developmentally appropriate practices to guide their decisions on when to use technology and interactive media in their classrooms.

PICTURES

While attending GNS children may be photographed or videotaped during classroom plays, events, and/or special occasions. Photographs may be taken by the teachers to display in the hallways throughout the school year or on the GNS website and later added to the GNS Photo Album library. On special occasions or the celebration of special events/holidays, the local newspaper may take pictures of the children. At times, pictures may be submitted to the newspaper by GNS, but GNS will not put names associated with any picture without express permission from the parent(s).

Once a year a licensed photographer will be scheduled to visit the school and take class and single pose pictures. It is optional for you to purchase these pictures. Parents are informed of the date well in advance.

We will not permit any photographs to be used whether for print or for the GNS website without your approval signature on our Photo Release document. NOTE: We do not use names when posting photos. Having your permission is important as we will be sharing class photos through the Brightwheel app to your class families. Please note that parents are not allowed to publicize pictures of children other than their own on any type of social media.

TOILET TRAINING POLICY

Learning to use the toilet is an important self-help skill for the children in our care. We want potty training at our school to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and caregivers. We believe that when children are in school, parents and teachers must work as partners so children can be comfortable, confident, and successful while they learn toileting skills.

We will take the following steps to support the best possible potty training experience for you and your child:

- We will work with parents to ensure that toilet training is consistent between home and our program. Parents and GNS Staff will maintain communication about progress and share any concerns. We will need an adequate supply of clothes during the toilet training process to keep the child dry while at school, and we will give parents clothing guidelines.
- We will never force a child to sit on the potty.
- We will not punish or shame children in any way for accidents. We recognize that accidents are part of the learning process. Children will never be forced to clean up the mess because they made it.
- We will not allow children to remain in wet or soiled clothing following accidents and will be changed immediately into dry clothing.

We will not agree to practices that violate state regulations about potty training or that conflict with our philosophy and potty training practice.

DISCIPLINE POLICY

Greenwich Nursery School seeks to teach attitudes by demonstrating and encouraging the kinds of attitudes that make for harmony, understanding and tolerance. It teaches control of impulses by clearly limiting and discouraging destructive behavior and by offering acceptable substitutes as well as opportunities for discussion. We hope to obtain these goals through the following steps:

- Emphasize the positive behavior rather than the negative
- Prevent discipline situations when possible
- Increase the child's self-worth so that he/she feels stronger and in better control of himself/herself

The following steps are used for a discipline situation:

- Verbal discussion with the child and redirection
- Removal of the child from activity while keeping the child with the teacher
- Wait for the child to make a decision to return to the activity
- Help child return to the activity and be successful

Consistent use of this approach proves to be effective in helping children gain self-control.

Differentiating between discipline and punishment:

Differentiating between discipline and punishment: Preschool teachers avoid doling out punishment in its usual form. They do, however, allow a form of punishment when it is appropriate. This is simply permitting the child to experience the natural consequences of his/her behavior. Thus, the child who pulls all the blocks off the shelf must help put them away. The child who writes on the walls or tables must help wash the walls or the tables before going to another activity. This allows young children the ability to see the fairness of punishment that fits their inappropriate activity and appreciate the justice of a consequence that stems logically from the action. It is not necessary to be unpleasant or moralistic when any of these situations transpire. It is the teacher's responsibility to only make certain that the child experiences the logical outcome of his/her behavior.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.

- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead, you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

-

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's 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
- Excessive biting

SCHEDULE OF EXPULSION

If the remedial actions below have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period. The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Weren't given the parent sufficient time to make other child care arrangements.

-

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultant.
- Recommendation of evaluation by local school district child study team.

Department of Children and Families

Office of Licensing

INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

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

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 requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at <https://data.nj.gov/childcareexplorer>.

Our center must cooperate with all DCF inspections/investigations. DCF 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 OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and 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 the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800)514-0301 (voice) or (800) 514- 0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

HARASSMENT, INTIMIDATION AND BULLYING POLICY

GNS supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior. Students may not engage in any act of bullying while at school, or at any school function.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs and extortion of money or possessions.

Succinctly stated: A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Students who are caught in the act of bullying will be subject to the following discipline process as summarized below:

- A. Warning - When an incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying
- B. A second occurrence would require the teacher to inform the parents of their child's actions and the Director
- C. A third incident mandates a parent meeting with teacher(s) and administration and a plan for positive behavior to be developed by the student and parent.
- D. A fourth episode would mandate a suspension from class from 1 - 3 days and a behavioral contract between home and school.
- E. When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and Board, the student may face expulsion.

Law enforcement will be notified when criminal intent is obvious. Each incident is unique. Should the incident be of such severity, steps A-C or A-D could be omitted.

Conflict is normal, Bullying is not normal conflict.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is safe

Teasing compared to Taunting by a bully

Teasing	Taunting
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate, demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted or cruel
Innocent in motive	Sinister in motive
Only part of friendship interaction	Continuous action against others
Discontinued when person teased becomes upset or objects	Continues, increasingly when target becomes distressed or objects

Bullying, as prohibited by this policy and NJ State Law, will not be tolerated.

- If staff have reasonable cause to believe that a child has been abused or neglected they must by law report the information immediately to the Abuse Hotline at 1-877-652-2873. It may be done anonymously. Please inform the director that you have reported an incident.
- Director will inform Pastor and Board of Ed of all suspected abuse and neglect cases.
- Failure by staff to report and document suspected abuse or neglect may subject them bylaw to a \$1000 fine or up to 6 months imprisonment or both, as well, as loss of their teaching license.
- When a staff member is suspected of abusing or neglecting a child they are to be immediately reported to 1-800-652-2873. They will be removed from the children; Pastor and School Board will be called in and it is reason for immediate dismissal of staff member from their job.

STRUCTURED CLASSROOM OBSERVATION

A complete, structured scored tool (ECERS - Early Childhood Environmental Rating Scale or ITERS—Infant Toddler Environmental Rating Scale) will be completed yearly in all of our programs. This tool concentrates on all curriculum areas such as Literacy, Math, Science, Diversity, etc. Staff use the results of this tool to develop an action plan which could include training in a specific area(s).

ASSESSMENTS AND CHILD STUDY TEAM REFERRALS

As part of our participation of Grow NJ Kids, GNS is required to perform screening and assessments, such as the COR Advantage, for all children. These assessments are completed at the beginning of the school year and then periodically throughout the remainder of the year. The assessments are done to determine whether or not your child is meeting all of their developmentally appropriate milestones. This information helps us to determine which areas, if any, your child may need extra attention. The results of these screenings and assessments are kept in your child's file, and follow them throughout their transition from class to class at GNS. Upon completion of the assessments, your child's

teacher will share the results with you. If there are any behavioral or developmental concerns we will refer you to the Child Study Team (CST) of your school district.

HOME LANGUAGE POLICY

GNS will strive to be responsive to serving culturally and linguistically diverse populations to ensure a high-quality program for all children and families. We are supportive of other languages through attempting to label centers throughout classrooms and by striving to provide access to classroom materials in the home language. We use pictures in the classroom and attempt to teach basic sign language. We will work with parents to maintain open lines of communication with the parents of bilingual children. We will request a list of words recognized by the child at home and do what we can to incorporate the use of these words in the classroom for the child and classmates.

HOME VISITING POLICY

GNS provides families with the opportunity to schedule two home visits each year. During home visits, staff gets to meet and see the child in the home environment and their community. We can discuss the child and the preschool program with families at that time. We can also discuss families' goal for their children, development information and address questions and concerns about the program or typical development. The children are able to meet staff and talk in their homes or a designated place agreeable by both parties where they feel safe and comfortable. This helps the children to know that they are important, their family is important and school is important. All home visits will be conducted by the child's teacher, assistant, and/or the Director.

Family is an essential component of the preschool program. We want to develop a good relationship with each family as well as with each child. Home visiting provides another opportunity to deepen relationships and provide private atmospheres for sharing information. Please speak to the Director if you are interested in scheduling a home visit.

SCHOOL POLICIES

GNS policies are reviewed annually and updated as needed. Additional policies may be added from time to time. They will be made available for parents to review.

SAFETY RECALLS

Recalls by the Consumer Product Safety Commission may be obtained from the Director. They may also be accessed by visiting their website at <https://www.cpsc.gov/Recalls>.

PLAYGROUND INSPECTION

GNS staff conduct an inspection of the playground daily and before each use as outlined in the Playground Daily Safety Checklist. If an issue is found it is documented and addressed accordingly.

SOCIAL MEDIA POLICY

1. GNS utilizes the social networking site Facebook, Instagram and other mainstream platforms.
2. GNS will communicate with parents and staff through email, text messages including Brightwheel, our website (www.greenwichnursery.com) and phone calls.
3. GNS staff will communicate with parents via Brightwheel app, email, text messages, phone conversations, website, conferences, notes, cubbies, newsletters and calendars, hallway bulletin boards, Remind and Facebook.
4. GNS staff will communicate with parents in a timely, professional manner regarding their child. Details of appropriate staff conduct are outlined in the employee handbook.
5. Parents of GNS students are prohibited from posting photographs or videos of any child other than their own on any social networking or social media site.

Resources for Nutrition and Healthy Activity

Website Links:

Team Nutrition

<https://www.fns.usda.gov/tn/team-nutrition> (Resource form to order free materials)

Choose My Plate

<https://www.choosemyplate.gov/health-and-nutrition-information> (This site has many free downloadable resources that can be incorporated into curriculum.)

Let's Move Child Care Nemours Website

<https://healthykidshealthyfuture.org/5-healthy-goals/>

Family Style Dining

<https://www.youtube.com/watch?v=aRBzCMGzSvs> (part 1 Video clip)

<https://www.youtube.com/watch?v=Fs0apIAsIpk> (part 2 Video clip)

<https://d3knp61p33sjvn.cloudfront.net/2016/02/FamilyStyleDiningToolkit.pdf> (New Family Style Dining Guide)

Reducing Screen Time

<http://www.screenfree.org/>

<http://commercialfreechildhood.org/resource/real-life-strategies-reducing-children%E2%80%99s-screen-time> (Campaign for a commercial free childhood)

Water and Juice

<http://nrckids.org/files/JuiceTipSheet.pdf>

Preventing Childhood Obesity

http://cfoc.nrckids.org/CFOC/Childhood_Obesity

Miscellaneous

<http://www.nourishinteractive.com/> (Flyers for parents and activities for children)

Resources for Parents and Families

Parent resources are available in the GNS hallway outside of the school office door and in the parent handbook. The following is a list of resources and contacts for services available for families. For additional information and/or resources, please contact the Director.

CHILD DEVELOPMENT AND SPECIAL NEEDS

- Autism Speaks <http://www.autismspeaks.org/>

Division of Disability Services
1-888-285-3036

- New Jersey Autism Registry
Provides information on services available for children with Autism.
609-292-5676
<https://nj.gov/health/fhs/sch/ausitmregistry.shtml>

- New Jersey Council on Developmental Disabilities
New Jersey inclusion resources for families
www.njcdd.org

- New Jersey's Early Intervention System
888-653-4463
www.njreic.org

Project CHILD FIND
Assisting families of infants through age 5 concerned about their child's development
1-800-322-8174

SPAN – Stateside Parent Advocacy Network
Provides resources and information for parents and families interested in the health, well-being and education of children.
1-800-654-SPAN
www.spannj.org

Zero to Three
<http://www.zerotothree.org/>

COUNSELING

Catholic Charities – Families First Program

700 Sayre Ave

Phillipsburg, NJ 08865

908-454-2074

A voluntary, behaviorally-oriented, intensive, short-term, crisis intervention, case management and family education program designed to work with multi-problem families.

Family Guidance Center

908 689-1000

Family Helpline

1-800-THE-KIDS (843-5437)

If you are feeling stressed out, call to speak to a trained volunteer who can provide support and refer you to resources in your community

CRISIS HOTLINES

Addictions Hotline of NJ

1-800-238-2333

Child Abuse/Neglect Hotline

1-877-NJ-ABUSE (652-2873)

Any person having reasonable cause to believe that a child has been abused or neglected has legal responsibility to report it to DCF's Child Protection and Permanency.

Domestic Abuse & Sexual Assault Crisis Center of Warren County

908-453-4181

Provides help and advocacy for those impacted by interpersonal violence.

Domestic Violence Hotline

1-800-572-SAFE (7233)

Provides information about domestic violence services in your local area.

Gambling Addiction

1-800-GAMBLER (426-2537)

National Suicide Prevention Hotline

1-800-273-TALK (8255)
Poison Control Center
24 Hours 1-800-222-1222

PPMD (Postpartum Mood Disorders) Hotline
1-800-328-3838

Safe Haven Infant Protection Hotline
1-877-839-2339 (24 hours a day – 7 days a week)
This is a toll free hotline for distressed parents who wish to give up an unwanted infant anonymously, with no fear of arrest or prosecution. While information will be requested, no names or records are required.

Women's Referral Central
1-800-322-8092 (24 hours a day – 7 days a week)
This hotline provides referrals and basic information in areas such as discrimination, housing, displaced homemakers, divorce, violence and other areas of concern.

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DIVISION OF CHILDREN AND FAMILIES

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DCF Info line
1-855-INFO-DCF (463-6323)
Provides general information about Department of Children and Families' programs and services.

Department of Children and Families – Division of Protection and Permanency
Office of Advocacy 1-877-543-7864
www.nj.gov/dcf

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GENERAL INFO AND REFERRALS

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NJ Parent Link – Early Childhood, Parenting & Professional Resource Center
Information source for health and wellness, family support services, career & family transitions, parenting, childcare and preschool and advocacy and leadership.
www.njparentlink.nj.gov

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NORWESCAP – Warren County Office
350 Marshall Street
Phillipsburg, NJ 08865
908-454-7000

Provides information on child care subsidy programs, child care food program, parent education programs, assistance for needy families, referral services and housing and emergency services.

HEALTH AND NUTRITION

-
Eating Healthy
<http://www.nutrition.gov/life-stages/children>

-
NJ SNAP (Formerly food stamps)
1-800-687-9512

-
Let's Move
<http://www.letsmove.gov/>

WIC Program
A nutrition education program that helps families identify healthy nutrition choices that work for them.
350 Marshall Street
Phillipsburg, NJ 08865
908-454-7000

HEALTH SERVICES

-
Commission for the Blind & Visually Impaired (CBVI) Hotline
1-877-685-8878

Division of Disability Services (DDS)
1-888-285-3036
1-609-29-1210 TTY

Division of the Deaf and Hard of Hearing (DDHH)
1-800-792-8339 V/TTY

First Call for Help: Dial 2-1-1 or 1-800-435-7555
NJ 2-1-1 is a statewide information and referral service that is staffed 24 hours a day, seven days a week. Go to www.nj211.org to search their resource database on your own.

State Disability Insurance (Department of Labor & Workforce Development)
1-609-292-7060

Warren County Health Department/Environmental
908-475-7960

Warren County Special Child Health Services
Washington, NJ 07882
908-689-6000

HOME AND HOUSING ASSISTANCE

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NJ Housing Resource Center (HRC)
1-877-428-8844
www.njhousing.gov

Low Income Home Energy Assistance (LIHEAP)
1-800-510-3102

Universal Service Fund (USF)
(Help with utility bills for low-income families and individuals)
1-866-240-1347

HOSPITALS

Hackettstown Medical Center
651 Willow Grove Street
Hackettstown, NJ 07840
908-852-5100

Hunterdon Medical Center
2100 Wescott Dr.
Flemington, NJ 08822
908-788-6100

St. Luke's – Warren campus
185 Roseberry Street
Phillipsburg, NJ 08865
908-847-6700

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MENTAL HEALTH

-
Division of Mental Health and Addiction Services (DMHAS)
1-800-382-6717

NJ Children's System of Care (PerformCare)
877-652-7624 (24 hour hotline)
Provides information about services for children and teens with emotional and behavioral health care challenges and their families.

NJ Disaster Mental Health Helpline
1-877-294-HELP

MISC.

Warren County Dept. of Public Safety
908-835-2048

ORAL HEALTH

American Academy of Pediatrics
<http://www2.aap.org/commpeds/doch/oralhealth/index.html>

American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
312-440-2500
www.ada.org

Healthy Children
<http://www.healthychildren.org/English/healthy-living/oralhealth/pages/teething-and-dental-hygiene.aspx> and www.healthychildren.org

TRANSPORTATION

Easton Coach Company (Warren County Shuttle)
204 Cameron Drive
Phillipsburg, NJ 08865
1-866-594-4044 or 908-454-4044

VETERANS PROGRAMS

Child Support Hotline
1-877-NJ KIDS1 (1-877-665-4371)

State of New Jersey
Department of Military & Veterans Affairs
PO Box 340
Trenton, NJ 08625-0340

Community Organizations

We encourage all families to be active members of the community. If you are a member of a local or regional community club or activities please let us know and we will happily add it to our list.

- Boy Scouts of America www.scouting.org
- Girl Scouts of America www.GIRLSCOUTS.ORG
- Greenwich Elementary School
101 Wyndham Farm Blvd.
Stewartsville, NJ 08886
908-859-2022
- Stewartsville Middle School
642 S. Main Street
Stewartsville, NJ 08886
908-859-2023
- Greenwich Township Municipal Building
321 Greenwich Street
Stewartsville, NJ 08886
908-859-0909
- Phillipsburg Free Public Library
200 Broubalow Way
Phillipsburg, NJ 08865
908-454-3712
- Warren County Library – Belvidere (headquarters)

7/3/24

2 Shotwell Drive
Belvidere, NJ 07823
908-475-6322