

**Serendipity Learning Center**  
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## **Parent/Guardian Handbook**

### ***Serendipity Policies, Procedures and Philosophy***

#### **Mission Statement**

*Serendipity Learning Center's mission is to provide a safe, healthy and inclusive learning environment to meet the needs of children and parents. Working closely with families and educating them to enforce positive parenting and educational skills will help all children endeavor a lifelong appreciation of love of learning and achieve success within their future educational careers.*

#### **Vision Statement**

*Our focus is to provide a stimulating early learning and child care experience which promotes each child's social/emotional, physical and cognitive. We are dedicated to providing services for children and families beginning at age 8 weeks through 5 years old. We are committed to the families we serve, providing support and encouragement.*

#### **Philosophy**

*Our center's philosophy is to give exceptional care to the children and their families. We realize that your child is your most valuable asset. We also realize that these are the most formative years of a child's life. Therefore, we aim to provide an environment that helps promote healthy minds and bodies.*

#### **Registration Process**

Any parent/guardian who is interested in enrolling their child in our learning center must pick up and return the completed forms, submit a current copy of the child's vaccination record and submit a Universal Child Health Report filled out by the doctor PRIOR to enrollment. Parent/Guardians will be responsible for payment of the registration fee, and first week of tuition upon beginning the program. Any parent/guardian, who does not provide these documents, will not be able to attend the center. \*Children are encouraged to begin on a Monday but it is not required. Children may begin on any day of the week, however, tuition rates and/or co-payments will NOT be prorated for the child's days of attendance.

#### **Registration Fees and Security deposit** (revised as of August 18<sup>th</sup>, 2014)

Prior to your child beginning school, you are required to pay a **non-refundable** \$100.00 registration fee. Parents/Guardians who enroll siblings (more than one child of the same family) will receive a discount for the fee. Registration fees will hold your child's spot for enrollment for up to one month from the time it has been applied to any child's account. After a month, the child's space and registration is forfeited. You are required to re-register your child each September when the first week of school begins. Any child, who fails to re-register and submit a registration fee, will have their enrollment

removed.

### **Payment Policy**

All payments are due on the Monday morning **BEFORE** the week of care begins. In some instances, payments can be made Monday afternoon, but you must speak with the director. Any payments for the week not made by Tuesday will receive a \$10.00 late fee added to the tuition. The director reserves the right to refuse any child being dropped off, at any time, due to late payments. Should reoccurring late payments occur on your child's account, the director reserves- the right, at any time, to remove your child from enrollment at the center. Late pickups are subject to a \$10.00 charge for the first 15 minutes (6:45pm) and then \$1.00 each minute you are late picking up after 6:30PM. Parents are responsible for payments weekly. **If a child does not attend OR if the center is closed, the tuition payments will not be prorated or altered around the attendance of the child or operation of the center.**

### **Payment Options**

Payments are to be made in the office. If you choose to pay by credit card or ATM/ Debit Card, payments may also be made over the telephone. You may select one of several ways to pay your child's tuition.

- Check
- Money order
- Cash
- Credit/debit card

If your check is returned for insufficient funds, you will be assessed a \$20.00 service charge. This charge must be satisfied before your child attends school.

### **Pickup Time and Lateness**

Full time, part-time and aftercare enrollment hours are from 6:30am- 6:30pm. All children are to be signed out by 6:30PM.

If a parent or authorized person fails to pick up their child at the time the center closes (6:30PM), the following procedures will take place:

- The child will continue to be supervised.
- A call will be placed to the parent(s) and all authorized persons on the child's release record.
- The parent will be charged \$10.00 per fifteen minutes after the center closes. After this fifteen minutes the parent will be charged \$1.00 per minute.
- The child will not be re-admitted to the center unless the fee is paid in full.
- The child will continue to be supervised until 7:00, after such time The Division of Youth and Family Services will be called.
- If the parent or any authorized person attempts to pick up the child and is physically or emotionally impaired, access to the child will be denied and DYFS will be notified while the child continues to remain in the care of Serendipity Learning Center Child Care.

### **Hours of Operation and Late pickup fee**

*(Revised as of Oct. 1, 2018)*

The center is open Monday- Friday from 6:30 am until 6:30 pm. We offer full and part time type programs for children aging from 8 weeks- pre kindergarten as well as aftercare services for primary school aged children. Children who enter the center before 6:30 AM must wait to sign their child in

until 6:30 AM. No child may be left with any staff member prior to that time. The center will be open for most holidays; however, there will be a few throughout the year where we will be closed (see closing calendar). If late, there will be a charge for the first 15 minutes of \$5.00. There will be a \$1.00 late fee per minute you are late after those initial 15 minutes. This fee must be paid in full before the child attends the next day.

### **Curriculum**

Serendipity Learning Center understands the importance of academic achievement in preparation for Kindergarten. Our curriculum utilizes principles of The Creative Curriculum and a weekly theme based curriculum. Our teachers prepare weekly lesson plans to enhance your child's social, physical, gross motor and academic development. Projects, circle time, activities and discussions will be planned around each "weekly theme" driven by the interest of the children.

### **Television/Computers**

Serendipity Learning Center provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Here at Serendipity Learning Center we do not have a television in classrooms. During any special event, some curriculum activities might have a movie to go along with it (i.e. holidays, special themes, etc.) if this is the case a movie may be given to the children for no longer than 60 mins and teachers are required to get approval from the directors. Such movies are limited to one per month.

### **Student Assessments**

Children in the preschool 3-4 year old class and the pre-k 4-5 year old class, will receive developmental evaluations 2 times during the school year. These assessments are to monitor the children's cognitive, social and physical progress. These assessments will also be used by teachers to drive instruction and identify areas where children may need extra support with specific skills.

### **Meal Times**

Each child must have the following on the premises whenever they attend the center.

- Breakfast is served from 8:30- 9:00 am
- Lunch is served from 12- 12:30 pm
- Afternoon Snack is served from 3-3:30 pm
- Late snack is served from 5- 5:30

If your child is dropped off AFTER 9 am, they will not be served breakfast so in the event of you running late, please feed your child breakfast at home!

### **Programs For Parents**

Please keep in mind that you must be working full time or attending school full time to qualify. Parents who are approved for the New Jersey Cares For Kids (NJCK) type of program WILL be responsible to pay Serendipity Learning Center for their Registration Fee and will have a weekly copayment that they

are responsible to satisfy. This copayment will occur as the result of Programs For Parents maximum payout not covering our full tuition rates.

### **Quiet Times and Naps**

Each child is provided with a mat or cot for nap time. We ask that you provide your child with a sheet to cover the mat and a blanket to cover your child. Quiet time and nap time begin at 12:30 pm and ends at 2:30 pm. All children are required to rest (not sleep) for 30 minutes. If they do not wish sleep, it is not mandatory however, all children must rest 30 minutes before engaging in a quiet activity.

### **Drop off**

All children must be dropped off to their classrooms by 10:00am, unless otherwise notified to the director. Parent responsibility during drop off is to ensure that their child is signed in during drop off to make a smooth transition between parent and teacher(s). Children being dropped off must be dropped to our facility in clean clothes and diapers. We do not send children home dirty or with a soiled diaper as we ask that they not be dropped off with such. If a child has a soiled diaper upon drop off, it is ultimately the parent's responsibility to change the child prior to signing the child in.

### **Staff**

We have highly trained professionals at our center. Our teachers are either degreed or have their CDA in early childhood education. Our assistant teachers are also highly qualified with experience working with children in the field of early childhood education. Staff meetings and required training courses and workshops keep all of our staff of children wellbeing, curriculum implementation and health and safety practices.

### **Supplies**

Children are required to bring in items from home when beginning at the center. We ask that you please send with your child the following items:

Extra change of clothing (in the event of accidents/spills/messes)

Diapers, pull ups and wipes (if child is not potty trained)

Blanket and fitted crib sheet (for nap time)

It is also parent/guardian responsibility to keep up with their child's need for items. Any child who does not bring in necessary items on a constant basis, may be turned away from drop off at the center. *Please label everything you bring in that belongs to your child(ren) with name or initials.* Notice will be sent home when your child's supplies are low. We ask that your child does not bring any personal items from home (toys, video games, etc.) other than what is requested unless asked by the office or classroom teacher, for example show and tell. Serendipity Learning Center is not responsible for any lost, stolen, or broken items.

### **Birthday Parties/Outside Food**

Due to the increasing number/severity of food allergies in children, our center does not allow teachers/parents to serve food prepared and brought from home to any other child besides your own. Any food served during a child's party or any other event **MUST** be purchased and be in the original packaging. Birthday parties may take place during snack time and can only consist of ONE snack- (i.e.- cupcakes, cake, pizza, etc.). Due to the fact that we are still an educational facility, parents who would like to send in a treat for their child's birthday are able to do so but parties cannot last more than the 30 minutes allotted for snack time.

### **Video Camera viewing**

Our center has surveillance cameras installed in each classroom to ensure the safety of all our children. The intent of the video surveillance is for the use of teachers and administration to monitor the safety and well-being of all children. It is also to monitor children's behavior where needed. Parents may view the security camera upon request following a particular incident, however, due to FERPA laws of confidentiality parents may be denied access to view the cameras when actions of another child are displayed in view.

### **Termination of Services**

At any time you are unhappy with our services, you may notify us that you will be canceling child care with Serendipity Learning Center a week in advance. All payments must be submitted for the week the Monday of the child's last week or no further services may be rendered.

### **Immunization and Physical**

Upon enrolling with Serendipity Learning Center, every child must have a Universal Child Health Record (physical form) filled out by the child's pediatrician and an updated immunization record. Parents are responsible for sending in an updated copy of child's immunization record each time they receive new shots. The Universal Health Record form is required to be updated on a yearly basis each enrolling September.

### **Influenza Vaccine**

Please keep in mind that the State of New Jersey has made the Influenza vaccine mandatory for all children over the age of six months attending child care centers and preschools. All children must have at least one dose of their influenza vaccine by the end of the year (December 31<sup>st</sup>). Children who do not receive the vaccinations will be unable to continue to attend school until flu season has passed (March 31<sup>st</sup>) or until they have received, at minimum, one dose of the vaccine. Please bring your child's Immunization Record or note from their physician once they have received the vaccines so they can be kept on file at the center.

### **Religious/Medical exemptions**

Any child who receives an exemption from Immunizations for religious or medical reasons, must provide a written statement by the parent stating the reason for the exemption (written, signed and dated by parent/guardian) or a note stating the medical reason by a physician. ALL families who submit an exemption notice for any vaccines will be REQUIRED to fill out an Acknowledgement of religious exemptions and submit to the office. Children who are excused from any immunizations will be asked to leave the program should an outbreak occur

### **Vacation Week**

Tuition must be paid on a continuous basis regardless of your child's attendance. Each child is allowed ONE week per calendar year (beginning in January), to use as a vacation week in the event of children missing a week due to illness or vacation. If your child does not attend due to illness, vacations, personal time off, you will still be charged tuition. If your child does not attend for more than 2 weeks, enrollment will be dropped and the child will need to be re-registered (providing there is space). The option to pay a "placeholder" *nominal fee* of \$75.00 in the event that a child is absent from school for the entire week and has already used their vacation week for the year is an option.

### **Foster Care and Visitation Appointment**

Serendipity Learning Center understands that there may be situations where children in our care are placed in the care of temporary living situations, foster care or residing with another family member due to legal reasons. Serendipity Learning Center has the right and obligation to follow any and all court orders in the protection of the child, our center and all families involved. All paperwork must be provided to the center regarding children prior to enrollment and must be updated as orders change. Serendipity Learning Center has the right and obligation to contact and discuss all child cases with DYFS and all information shared will be kept confidential. Visitation rights and appointments must be coordinated through the child's case worker and must be provided off site unless a case worker is present. In order to maintain safety of the child and other children under our care, all visitation appointments must be prearranged between the families and case workers (and/or DYFS) and the director shall be notified if a child is attending a visit during school hours. Visitation appointments shall take place outside of our facility and under no circumstance take place on the premises unless prearranged through the Division of Families and the Director.

## **Policy on the Release of Children**

Every parent/guardian who enrolls is required to fill out an authorization pickup form (located on the registration form). It is the Parent/Guardian's responsibility to keep this list up to date and changes/add-ons/deletions may only be completed in person by the custodial parent. NO Add-Ons will be accepted over the phone under any circumstance. If there are custody orders, these must be submitted to the office so the school can be notified of restrictions on the release of the child. Anyone who is authorized to pick up a child as per the child's pickup authorization list MUST present a photo identification on their initial time of pickup.

If the parents/guardian or authorized personnel 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 parents/guardian or authorized personnel; and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parents/guardian or authorized personnel, have failed and the staff members cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-877 NJ Abuse) [1-877 652 2873] to seek assistance in caring for the child until the parents/guardian or authorized personnel is able to pick-up the child.

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person authorized by the parents; and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-877 NJ Abuse) [1-877 652 2873] to seek assistance in caring for the child.

# **Discipline Policy**

Serendipity Learning Center believes that children need models of positive behavior to foster learning of acceptable means of interaction. Staff members should strive to establish a climate in the classroom where the environment is safe and positive for learning. Types of positive discipline exercised here at Serendipity Learning Center are, but not limited to: redirecting the child to a new activity, divert the child and remove from the area of conflict, provide individual attention to help the child deal with a particular situation or removal from the area of activity for a few minutes. Should a situation arise, children will be spoken to in a positive and private manner. Children shall never be disciplined for failing to eat, sleep or for soiling themselves. At no time will staff use corporal punishment at any time. Children will never be hit, pushed, pinched, poked or have any other action taken against them that is intended to inflict pain on the child.

Children who continuously harm other children or display negative behaviors will be suspended accordingly. Depending on the severity and reoccurrence of the incident, Serendipity Learning Center has the right to request that a child be removed from the center without notice.

## ***We do:***

- Speak to children in a positive and private manner on the child's level
- Encourage children to choose positive decisions
- Foster child's ability to distinguish acceptable and unacceptable behavior
- Praise, reward and encourage children
- Model appropriate behavior for children
- Provide the children with natural and logical consequences of their behaviors
- Use short, supervised periods of "time away" to help child think about acceptable and unacceptable behavior

## ***We do not:***

- Physically hurt, push, pinch, hit, bite any child for any reason
- Use abusive or harsh language, ridicule, or embarrass children
- Use humiliating or frightening treatment or any other form of emotional punishment
- Remove a child from a situation/activity without direct supervision of the child
- Withhold food, drink, diapers/clean clothing, or sleeping privileges
- Use any form of corporal punishment or frightening treatment following negative behaviors



# **Policy on Biting**

Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident.

## **Common reasons children may tend to bite:**

- out of hunger, frustration or tiredness
- being stressed or feeling fatigue
- lack of expressive language skills
- feelings of empowerment or feelings of being threatened
- change of environment

## **Child who is victim of bite**

- Checked out immediately, consoled and attended to
- Bite is cleaned and ice is applied.
- Depending on severity of bite (broken skin) parents will be contacted to determine if they wish to seek medical attention.
- Incident report is filled out immediately in its entirety.

## **Child who has bitten**

Remove child from area of play and communicate that biting hurts (be gentle, yet firm).

Explain and model nice behavior to child.

If incident happens again, child will be redirected to another area/activity within the classroom.

Staff will be instructed to “shadow” and follow the child closely from this point on to ensure the child will not bite again.

Patterns or routines will be observed to see possible causes for the repetitive biting.

Parents will be informed and it will be documented at center.

If child has two documented bite incidences of broken skin documented at the center, the child will be asked to be picked up from school.

The director and parent will conference about different strategies to help diminish the behavior.

Staff will apply potential solutions in efforts to rid the child of biting.

If the child bites and breaks skin a third time within a two month period, the parents will be called in for a meeting and the child may be excluded from the program.

# **Expulsion Policy**

Serendipity Learning Center fully understands that children may sometimes exhibit unfavorable behavior for one reason or another. We are committed do as much as possible to work collaboratively with your family and child to extinguish these negative behaviors. Unfortunately, there are some reasons we have to expel a child from our program on either a short term or permanent basis. Children may be suspended or expelled from the center as a result of actions taken by the child but also by the parent/guardian as well. The following are, but not limited to, reasons we may have to suspend or expel a child from our care:

## **Immediate Causes for Expulsion**

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

## **Parental Actions for Child's Expulsion**

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's health/immunization records.
3. Habitual tardiness when picking up your child.
4. Verbal abuse to staff or children.

## **Child's Actions for Expulsion**

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outburst.
3. Ongoing physical or verbal abuse to staff or other children.
4. Excessive biting.

## **Schedule of Expulsion**

1. If after the remedial actions above 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.
2. The parent/guardian will be informed regarding the length of the expulsion period.
3. The parent/guardian will be informed the expected behavioral changes required in order for the child or parent to return to the center.
4. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (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/guardian:

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
2. Reported abuse or neglect occurring at the center.
3. Questioned the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other child care arrangements.

**Proactive actions that can be taken in order to prevent expulsion**

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriate of activities, supervision.
3. Staff will always use positive methods and language while disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warning.
7. Child will be given time to regain control.
8. Child's disruptive behavior will be documented and maintained in confidentiality.
9. Parent/guardian will be notified verbally.
10. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
11. The director, classroom staff and parent/guardian will have a conferences to discuss how to promote positive behaviors.
12. The parent will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises.
14. Recommendation of evaluation by local school district child study team.



## Illness Policy

A Serendipity Learning Center goal is to provide quality child care and keep your children happy and healthy. Your child's wellness is our optimal concern. State licensing mandates that any child with the following symptoms is isolated and the parents/guardian of the child contacted immediately. The child will be asked to be removed from the center as soon as possible. We do understand and empathize with parents/guardians when their child is ill. It can be very frustrating, difficult and an emotionally challenging situation when you are torn between a sick child and other obligation. Picking up an ill or injured child in a timely manner is in the best interest for your ill child and other children at the center. The symptoms listed are, but not limited to, reasons to contact parents/guardians and request that their child be picked up immediately.

- Any child with a fever of 101.0° F
- Any child suffering from nausea affecting involvement in school activities
- Any child experiencing two or more episodes of diarrhea
- Any child experiencing vomiting (more than one episode per day)
- Any child experiencing difficulty breathing or wheezing
- Any child suffering from an unusual yellow color to skin or eyes
- Any child suffering from a stiff neck and headache accompanied with another
- Any child experiencing red/pinkish color to the eye
- Any child suffering from skin/eye lesions that appear to be severe, weeping, puss-filled or bleeding
- Any child suffering from scabies or ring worm
- Any child suffering from lethargy
- Any child suffering with severe coughing
- Any child suffering from infected, untreated skin patches
- Any child suffering from skin rashes in conjunction with fever or behavior changes
- Any child suffering from mouth sores with drooling
- Any child suffering from severe pain or discomfort

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

If your child is not feeling well in the morning please observe their behaviors closely before sending them to school. If a child is displaying unusual behaviors it is in the best interest to keep your child home so the health of other children is not at risk. If a child should accrue any of these symptoms throughout the school day, a parent/guardian must be contacted immediately and arrangements must be made for the child to be picked up from the center as soon as possible. If your child is not well enough to go outside during school times, they are not well enough to come to school.

All children must be symptom free for **24 hours** from the time **they are picked up from the center** before returning to school unless a doctor's note is provided. Children, who are sent home due to illness and are put on antibiotics, should not return to school until 24 hours after their first DOSE of the medication. If your child is sent home at 1:00 pm but doesn't take their antibiotic until 3:00 pm, then that child may not return to school until the following day or day after because he/she may still be contagious. Unfortunately, no exceptions will be made due to the health risks those symptoms may pose on other children at the center. If you child appears to have an unknown type of rash, Serendipity Learning Center reserves the right to ask for a doctors approval before being sent back to school.

## TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child 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:

### Respiratory Illnesses

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

### Gastro-Intestinal Illnesses

Campylobacter \*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
Coxsackie Virus\*\*\*

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

\*\*Note: If a child has chicken pox, a health care provider's note is required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

\*\*\* Due to the fact that there are no clear recommended guidelines regarding the incubation period and return of children provided by the Health Department, our center is implementing an exclusion policy for children with confirmed cases **effective immediately**. Any child diagnosed with a confirmed case or suspected case must be excluded from our program for a **minimum of 6 consecutive days** following date of diagnosis. This will allow the child(ren) to rid their bodies of both visibly present rashes and any underlying symptoms that may be unseen by physicians. Once the child has been absent for the center for 6 days, a doctor's note of return will be accepted for return of the child. A doctor's note dated with a return date prior to the 6 day minimum period will NOT be accepted by administration.

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

## COMMUNICABLE DISEASES 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/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

# **Medication Administration Guidelines and Policy**

Here at Serendipity Learning Center must tell parents/guardians about our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

Serendipity Learning Center will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

Parents/guardians must provide written permission before any medication or health care procedure is administered to a child. Serendipity Learning Center has a form called "Permission to Administer Medicine" to be filled out by parent/guardian for authorized staff member to give medication to the child. This form must be completed and signed or else authorized staff member cannot give the medication to the child.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration. If a child may need a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health care provider. Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical (skin) preparations (such as sunscreen and diaper cream rash preparations).

Medication or health care procedures will only be given by authorized staff who are informed of the child's medication and health care needs. If a child shows any adverse effects of medication or health care procedures, parents/guardians will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain our form "Permission to Administer Medicine" on file a record of:

1. The child's name and parental authorization;
2. The name of the medication,
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

## **Medication Administration**

We will administer medicine to your child with written permission from the parent. All medication must be given to the office and a MEDICATION ADMINISTRATION form must be completed. If medication is prescribed by a physician, the medication must be given in the original container with the prescription instructions including the child's name, dosage, and date prescribed. If the child's information is NOT on the medication, the child will NOT receive it. Any medication given 3x/day must be administered twice at home and only ONCE at school. Medication must ONLY be administered with proper measuring tool (i.e. Medication dropper, spoon or cup). All medication given will be documented on the same sheet in which the parent's sign off.

# Potty Training Policy

Serendipity Learning Center bases its practices on the following philosophy:

1. Learning to use the toilet is an important self-help skill for children
2. Potty training should be a comfortable experience that is appropriate to each individual child's development stage and involves the child, parents/guardians and teachers.
3. Parents/Guardians must work collaboratively so children can be relaxed, confident and successful while they potty train.

## Serendipity Learning Center Learning Center will not:

- Force or threaten a child to sit on the potty
- Punish or force children to feel ashamed for accidents
- Force children to clean up an accident mess because they made it
- Knowingly allow children to remain in wet or soiled clothing/diapers following accidents

## Serendipity Learning Center Learning Center will:

- Encourage children to use/attempt to use the potty
- Praise children who successfully use or attempt to use the potty
- Encourage children to dress themselves after using the potty or having an accident
- Teachers will accompany the children to the bathroom as also keeping boys and girls separate.

Potty training is most successful when children show signs of potty training readiness. Some signs of readiness are when children ask to sit on the potty or display interests in the potty process. While the child potty trains he or she will wear pull-ups or diapers. Pull-ups and diapers may be left at home when the child is continuously announcing that he or she needs to use the potty. It is natural for some children who are potty trained to continue to have accidents during nighttime sleep or during napping times. Pull ups/diapers may be sent to school for the child to wear during rest time at the discretion of the child's parent/guardian.

## Inappropriate clothing for a child who is potty training

Tight-fitted clothes  
Overalls or Onesies  
Belts  
One-piece clothing

## Appropriate clothing for potty training

Sweatpants or loose fitting pants  
Loose fitting clothes

**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. 10:122), 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 this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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.

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.

Parents are entitled to review the center's copy of the Office 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 Office'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 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 Office 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 <http://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.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

# **PROGRAMS FOR PARENTS AGREEMENT**

Serendipity Learning Center currently accepts Parents utilizing subsidy through Programs For Parents. This Parent Agreement form must be signed by the parent/guardian and returned to the office to verify that the parent/guardian agrees to comply with the rules and regulations listed below of Serendipity Learning Center and the child care assistance programs (WFNJ and NJCK). As a parent/guardian, I understand that Serendipity Learning Center has set fourth this contract to assure utilization of the subsidy correctly.

## **ELIGIBILITY**

1. All contractual agreements must be up to date at all times while the child is attending the program. If any child should attend on a date that is NOT covered on the child's agreement, the parent/guardian will be responsible for paying the amount per day that the subsidy program would have paid to the provider. Payments **MUST** be made before child returns to school.

## **BACK SWIPING FOR MISSED OR ABSENT DAYS**

2. Parents are responsible for maintaining their swipe cards and swiping the child (ren) IN and OUT on a daily basis. If you should forget your card or forget to swipe, you must go back and complete a "previous check in" and a "previous check out" for any days missed or days having incomplete swipes. \*Please note, there is a 13 day back swipe period. Parents/Guardians have a total of 13 days to go back and swipe any missed days.

## **LOST CARDS**

3. If a swipe card is LOST, it is the Parents job to notify Programs For Parents **IMMEDIATELY** to receive a new card before the allotted back swipe period has passed. If the parent/guardian does NOT report the card lost and the 13 day back swipe has lapsed making it impossible for the parents to back swipe the missed days, the parent/guardian **WILL** be responsible to pay out of pocket for the daily amount for any unpaid days before the child may return back to school.

**Serendipity Learning Center Child Care Center**

213 Glenridge Ave

Montclair, NJ 07042

Telephone: 973-259-1990

Fax: 973-509-0030

Email: [serendipitymontclair@gmail.com](mailto:serendipitymontclair@gmail.com)

## 2018-2019 Closing Calendar

### 2018

Monday, September 3<sup>rd</sup>

Thursday, November 22<sup>nd</sup>

Friday, November 23<sup>rd</sup>

Monday, December 24<sup>th</sup>

Tuesday, December 25<sup>th</sup>

Monday, December 31<sup>st</sup>

Labor day

Thanksgiving

Day after

Christmas Eve

Christmas Day

New Years Eve

### 2019

Tuesday, January 1<sup>st</sup>

Monday, January 21<sup>st</sup>

Monday, February 18<sup>th</sup>

Friday, April 19<sup>th</sup>

Monday, May 27<sup>th</sup>

Thursday, July 4<sup>th</sup>

New Years Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

## **Serendipity Learning Center Child**

213 Glenridge Ave

Montclair, NJ 07042

Telephone: 973-509-0030

Email: [serendipitymontclair@gmail.com](mailto:serendipitymontclair@gmail.com)

### **Parent/ Guardian Handbook Sign off**

In order to confirm enrollment with Serendipity Learning Center you must sign the agreement below. By signing this contractual agreement, you are confirming that Serendipity Learning Center has provided you with all the necessary policies and procedures of the center and has answered any questions you may have regarding the documentation provided to you. These documents are inclusive of The Information to Parents Document prepared by the Bureau of Licensing in the Division of Youth and Family Services, our centers discipline policy, our centers policy on Expulsion, our centers policy on potty training, our centers policy on illness and communicable diseases, our centers policy on the administration of medication.

If I utilize Programs For Parents subsidy, I have read and agree to fully comply with the responsibilities in which Serendipity Learning Center holds parents/guardians responsible.

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_