

HANDBOOK for PARENTS & GUARDIANS

Parents are requested to read this booklet and send back the next page to indicate receipt of this booklet. This is a state requirement. Thank You!



FOR CHILDREN ENROLLED AT THE
GOLAN LEARNING CENTER
2725 NORTH DELSEA DRIVE
VINELAND, NEW JERSEY 08360
(856) 696-3890 FAX (856-690-1914)
www.golanlearning.com

PLEASE NOTE: 856-696-4380 is the Church Office's Telephone. That Office Closes daily at 4:00PM and this number is not answered by the Center's staff. Please use the number above when calling the Center regardless of the time

Dear Parents:

Please sign and return this page to your child's teacher .

Dear Golan Learning Center:

I have received the Handbook for Parents and Guardians. I have read the pages and I am aware of and agree to adhere to the policies set forth by the Golan Learning Center for the 2011-2012 school year.

Signed _____ Date: _____
Parent/Guardian of _____

I have the following questions:

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NON-DISCRIMINATION STATEMENT

The Golan Nazarene Learning Center values equality of opportunity, human dignity, and racial, cultural and ethnic diversity. All enrollments and services provided to children will be conducted without regard to race, creed, color, age, sex, national origin, ancestry, familial status or special needs and in conformity with the provisions of all federal and state anti-discrimination statutes and directives. The Learning Center does not discriminate on any of the above factors in administration of its educational policies, admissions policies, or other Learning Center administered programs.

RETENTION OF RIGHT TO AMEND

The Golan Learning Center reserves the right to amend the provisions of this Handbook. The Handbook attempts to present information regarding policies and procedures, programs, requirements, fees, etc. and the general rules and regulations of the Learning Center in an accurate and timely fashion. Changes in programs, requirements, regulations, etc. which are adopted through regular administrative procedures will be published through normal organizational channels and included in the next Handbook. Changes made in this manner will replace provisions of this Handbook.

THE CENTER'S GOALS

The Golan Learning Center is a non-profit organization sponsored by the Vineland, First Church of the Nazarene. The Center offers a pre-school program in cooperating with the Vineland Public Schools, to provide a full-day, full year program for pre-school children ages three and four. The Center plans its daily program around the child's need for care and training based upon the sound early childhood educational principles. An Administrator gives overall supervision, while teachers, aides and other support staff members give immediate attention to the daily operations of the Center.

The Golan Learning Center is dedicated to providing affordable, quality preschool care of children ages 2 1/5 through 5 years. Our goal is to be a

valuable resource to the surrounding communities as an early childhood learning facility. We know that safe and healthful care of the child will support and strengthen family life by promoting the affective, cognitive, communicative, perceptual-motor, physical, and social development of the child.

In light of these goals, our Board of Directors supports before and after-school programs (Wrap-Around) for children five - thirteen years of age. A Summer Camp program for children of this age is a part of the church's ministry to the community.

THE PHILOSOPHY

We believe that each child is a unique individual of intrinsic worth. Our teachers, appreciating individual differences, attempt to create an environment in which each child is free to play, learn, experiment, and develop at his/her rate without undue pressure of competition, while not infringing on the rights of others.

Appropriate attitudes and behavior will be encouraged and developed through daily living in an atmosphere by utilizing wholesome principles, by the example of skillful, loving staff members.

THE CURRICULUM

The Center focuses on the development of the whole child by using the *High Scope* curriculum. The daily schedule includes indoor and outdoor activities for gross motor development, and classroom activities that promote readiness for reading, language and math instruction during the primary years of formal education. Age appropriate learning centers in music, art, science and math, language, drama, building and fine motor manipulation play are an integral part of the balanced program of the Center.

ABBOTT PROGRAM

The Golan Learning Center offers through the Vineland Public Schools free preschool education to qualified citizen of the City of Vineland. Parents may use the services of the Center up to ten hours daily(if you are enrolled in the wrap around program) providing they provide transportation to and from the Center for their child.

ABBOTT SCHOOL DAY

The Center opens at 7:00am and closes at 5:00pm (extended hours are offered with additional fees). The instructional school day is 9:30am to 3:30pm. Parents who bring children after the start time of the instruction day are marked late. Children who are habitually late to school can be dropped from the program. The time between 7:00am and 9:30am and the time between 3:30pm and 5:00pm is known as **Wrap-Around** time.

EXTENDED ABSENCES

Parents who choose to keep their children at home for illnesses, inclement weather, or for personal reasons are required to **notify the Center's office in the morning at 696-3890, Extension 200** when such absences occur. When there are extended absences because the child has had an accident, or in the case of severe illnesses, **the Administrator must be notified in writing at the beginning of such a time of extended absences.** Without proper notification, your child can be withdrawn from the Abbott program after the tenth (10th) day of absences. **A Doctor's note is required upon the child's first day of return.**

ADMISSIONS AND ENROLLMENT

Children who reach their third birthday, by **October 1st** of the year in which they would like to attend may enroll their child. The preschooler's parents and/or legal guardian must reside in the City of Vineland.

Non Custodial Parent:

If a non-custodial parent has been denied access to a child by a court order, our Center requires, **as a part of the registration process**, a copy of the court order to be maintained on file in the Center's office

OPERATIONAL POLICIES

ARRIVAL AND DEPARTURE by PRIVATE CAR

PROCEDURES REGARDING ARRIVAL:

Upon arriving at the Center, you will need to pick up a yellow visitors pass to present to your child's teacher, the parent/guardian must bring the child personally to his/her area and make sure the teacher has had opportunity to observe the child before you leave. No child will be allowed to find his/her own room. Accompanying your child to their room allows for a smooth and safe transition. Older siblings are not permitted to bring in or pick up a child. **All children are to be signed in *by the parent/guardian or designated adult* using their individual code on the computer in the lobby of the Center.**

When driving in the parking lot, *please drive at 5 MPH or under for the safety of the children.* When you arrive at the Center, please turn your car engine off, take valuables (including your children) with you and lock your car. This is important so that everyone is kept safe.

PROCEDURES FOR DEPARTURE:

It is important to **check your child's cubicle daily** for information pertaining to him/her personally. Check your child's classroom's door for information pertaining to events of that particular class. The main doors or the sign-board near the time clock often have reminders which pertain to the entire Center's population. Reminders are often on the screen of the computer.

A child will be released only to the custodial parent(s)/guardian(s) who enrolled the child or to someone **authorized and designated in writing**

on the *Emergency Contact Form* by the custodial parent(s)/guardian(s) **AT THE TIME OF REGISTRATION FOR THE SESSION.** Names of persons to whom your child can be released, may be added or deleted by written instructions to be received *before any change can be made on your emergency contact form.*

WHEN TO SIGN OUT MY CHILD:

Please sign your child out of the program before locating your child. To locate your child ask the person in the office.

After 3:30pm look for your child's wrap-around room to determine his/her location.

Once you have picked up your child, please do not let them run freely through the Center or the church building. Please accompany your child from the building. (As a rule of safety, children are not permitted to wait at the glass doors, but must remain behind the mat in front of the door.) Children should not be allowed to leave the building without their parent helping them with the door.

PERSONAL SECURITY CODE

Each person picking up a child must have the SECURITY code. The purpose of this is to have a record of when your child is picked up. **Do not send minors (anyone under 18 years of age) to pick up your child; by law we can not release a child to a minor.** **THE SECURITY CODE CAN BE ANY SIX DIGITS DETERMINED BY THE PARENTS/GUARDIAN.**

EACH PERSON WHO IS REMOVING A CHILD FROM THE CENTER, MUST ENTER A THE CORRECT CODE IN ORDER FOR THE CHILD TO BE RELEASE. There will be NO exceptions!

THE CENTER RESERVES THE RIGHT TO ASK FOR PROOF OF IDENTIFICATION OF ANY PERSON COMING TO TAKE YOUR CHILD FROM THE CENTER. Do not give out your security code to anyone.

Questions often asked. . . .

What if someone other than those designated at enrollment must come to pick up my child?

If someone, other than the parent or the responsible adults designated on the *Emergency Contact Form* is picking up the child, **the center must be notified in advance either by telephone, but preferably in writing**, the name and a brief description of the person. That person will be asked for identification and receive the approval of the Administrator or a person he designates, before the child is released from the Center. **There will be NO exceptions!**

What if an emergency arises, how will I get my child?

If an emergency arises, and an advanced notification is not possible, **your child will not be released** to any person unless that individual can give the child's **personal security code** to the Administrator or his designated representative.

ARRIVAL AND DEPARTURE by SCHOOL BUS

Bus transportation is provided for students within the Vineland Public School designated area for the preschool. Busses arrive at the Center at 9:30am and children board the busses for the ride home at 3:30pm.

The Vineland Public Schools, have instructed the Sheppard's Bus Company, not to leave a preschool child off the bus if the parent or parent's *adult* representative is not physically visible to the bus driver. (An open door or sitting at a window in an upper story apartment is not considered physically visible.)

When you are not physically visible, the bus will bring your child back to the Center. The parent is responsible for providing transportation from the Center to the home of the child. We will not release a child to a minor, someone we do not know, or place the child in a taxi cab for the ride home. You are expected to remove the child from the Center as soon as is possible unless the child is registered in the Wrap-Around program.

LATE DROP-OFF AND PICK-UP

Golan opens at 7:00AM and closes promptly at 5:00PM (extended hours are offered with additional fees). Please have your child here at a regularly scheduled time. This helps keep us from disturbing classes that have already begun activities.

We understand that occasionally you may be delayed for reasons beyond your control. But think of this -- if a different family comes late each day, and each family is late only five times during the year, our staff would be required to stay late every day. **The fee is the responsibility of the parent and will not be paid by the VPS.** The late fee does not compensate for making the staff late for their own commitments (caring for their own families, getting to college classes on time, etc.). We need your cooperation. If you pick up your child after 5:00PM more than five times, your child's enrollment in the Center will be discussed with the Vineland Public Schools for purposes of being terminated from the Abbott program.. This does not apply to emergencies and weather related lateness!

LATE FEES CHARGES

The free Abbott preschool program is paid for by the Departments of Education and the Department of Human Services for the education and care for preschoolers from 7:00am to 5:00pm. **Any child remaining at the Center past the 5:00pm closing (unless extended hours have been arranged) will be subject to the following charge:**

- A late fee of **\$3.00 per minute** will be charged for picking up your child after 5:00pm. **The parent is responsible for immediate payment.**
- If the same child is left at the school past 5:00pm, the first time the parents will be given a written warning, with a copy sent to the Superintendent of Schools. Any child left a second or any additional times, the Center will call an Intake Counselor with the D.Y.F.S, and the Vineland Police Department will be called to transport your child home. If you are not at home, further action will be determined by the police department.

**POLICIES REGARDING RELEASING CHILDREN
and
CHILDREN REMAINING AT THE TIME OF CLOSING**

PARENT(S)/GUARDIAN(S) HAS CAR TROUBLE, STUCK IN TRAFFIC, WEATHER AND/OR A WORK RELATED SITUATION:

THE FOLLOWING IS A WRITTEN PROCEDURE TO BE FOLLOWED BY STAFF MEMBERS IF THE PARENT/GUARDIAN OR AUTHORIZED PERSON AS SPECIFIED IN THE Emergency Contact Form FAILS TO PICK UP A CHILD AT THE TIME OF THE CENTER'S DAILY CLOSING. THE PROCEDURE REQUIRES:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s)/guardian(s).
3. The staff is required by law to contact the Division of Youth and Family Services (DYFS) if a child remains in our care for a period of more than 12 hours (computed from the time set forth in the contract for enrollment). This assumes that other arrangements for releasing the child to his/her parent(s) have failed and the staff member cannot continue to supervise the child at the Center. Contact will be made with the Division's 24-hour Child Abuse hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) is able to pick up the child.

:

PARENT(S)/GUARDIAN(S) WHO APPEAR TO BE PHYSICALLY AND/OR EMOTIONALLY IMPAIRED:

The following is a written procedure to be followed by the staff if the parent(s) or Guardian(s) appear to be physically and/or emotional impaired to the extent that, in the judgment of the Director or his designed staff member(s), that the child would be placed at risk or harm if released to such an individual. The procedure requires that:

1. At least three staff members, one of which is an Administrator, will determine that the child should not be released to such an impaired individual;

2. The child and two staff members will take the child to the Pastoral's Office Suite on the east side of the building.
3. A Staff member attempts to contact the child's other parent and/or an alternate person authorized by the parent(s);
4. The person appearing to be impaired, if it appears appropriate and safe for him/her to drive should as asked to leave the Church property. If this person refuses, all staff members and any other children remaining should be taken to room 10 and locked inside the room.
5. The Vineland Police will be called to deal with and to remove the impaired individual.
6. If the Center is unable to take care of or make alternate arrangements, a staff member shall call the hotline to speak to an In-take Counselor with The Division of Youth and Family Services, as well as notification of this incident to the City of Vineland Police Department.

WITHDRAWAL FROM THE CENTER

In case of withdrawal of your child from the Center, **you are required to notify the Administrator, IN WRITING, ten (10) working days before your child's final day at the Center.** Our office will then contact the Vineland Public Schools to withdraw your child from our Center.

GENERAL 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/guardians of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center may comply with this requirement:

- 1) by reproducing and distributing to parents/guardians this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or
- 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the Center must secure every parent's/guardian's signature attesting to his/her receipt of the information.

We encourage parents/guardians to discuss with us any questions or concerns about the policies and programs of the Center. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, we would appreciate your bringing these concerns to our attention.

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

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

Parents/Guardians are entitled to review the Center's copy of the Bureau of Licensing Inspection and/or Violation reports on the Center, which are issued after every State licensing inspection of our Center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the Center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our Center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our Center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the Center's space.

Our Center must offer parents/guardians of enrolled children ample opportunity to participate in and observe the activities of the Center. Parents/Guardians wishing to participate in the activities or operations of the center should discuss their interest with the Center's Administrator, who can advise them of what opportunities are available.

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/guardians before taking a child on each such trip.

Our Center must cooperate with all DYFS inspections/investigations; DYFS staff may interview both staff members and children. Anyone, including staff or parents/guardians, who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not is required by State law to report the concern immediately to the Division of Youth and Family Services Office of Child Abuse Control, Toll-Free at 1-(800)792-8610, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.

OPEN DOOR POLICY

Golan encourages you to feel free to visit our facility at any time without prior notice or permission. **We ask that you check in at the office before proceeding to any classroom.** This allows us to be aware of who is in the building. The safety and security of our children and staff are very important. All visitors to the Center my sign in and out of the Guest Book, and receive a visitor's badge.

STATE LICENSED FACILITY

Golan is licensed by the State of New Jersey, which means we have complied with those practices and regulations printed in the *Manual of Requirements for Child Care Center*. This manual is located in our office and is available for review.

Our license is displayed in the Center's office. We are inspected periodically to ensure the safety and well-being of your child.

EVALUATIONS

All preschool children will receive an evaluation in the fall and spring to chart their progress for the school year. Parent conferences are scheduled to help the teacher communicate with the parent(s) regarding the progress of their child.

Parents are STRONGLY requested to schedule a conference time and do their best to attend that conference on time.

DAILY ILLNESSES

To provide for the well being of the ill child as well as to provide protection for the other children, parents need to keep children home whenever the child displays signs of illness. **Please call the Center Office in the morning if your child is ill and is absent from school.**

IF YOUR CHILD COMES TO THE CENTER, HE/SHE WILL BE EXPECTED TO PARTICIPATE IN ALL SCHEDULED ACTIVITIES OF THE CENTER, INCLUDING OUTDOOR PLAY, WEATHER PERMITTING.

The child should not attend school if he/she exhibits any of the following symptoms:

1. Severe pain or discomfort
2. Elevated oral temperature of 100 or over. The Center asks that children be free of fever for at least 24 hours without the use of fever reducing medication and shows no sign of illness before returning to the Center.
3. Acute diarrhea (frequent and loose bowel movements) is a reason to keep your child at home for at least 24 hours after the symptoms disappear.
4. Acute vomiting (two or more episodes within a 24 hour period) is a reason to keep your child home for at least 24 hours after the symptoms disappear.
5. Sore throat and severe coughing
6. Jaundice (eyeballs, skin, and urine become abnormally yellow)
7. Red eyes with any type of discharge
8. Infected, untreated patches of skin
9. Difficult or rapid breathing
10. Skin rashes lasting longer than 24 hours
11. Swollen joints
12. Visibly enlarged lymph nodes
13. Stiff neck
14. Blood in urine or stool.

Please call the Center Office in the morning if your child is ill and is absent from school.

EXTENDED ILLNESS

When there are extended absences because the child has had an accident, or in the case of severe illnesses, **the Administrator must be notified in writing at the beginning of such a time of extended absences.** Without proper notification, your child can be withdrawn from the Abbott program after the tenth (10th) day of absences

ILLNESS POLICIES

The Center will contact the parent/guardian of any child who has a fever of 100 degrees or above, or has **two** incident of vomiting and/or

diarrhea will be sent home. It is the responsibility of the parent/guardians to provide a way home for the child **within 90 minutes of being contacted** by the Center. In the case that the parent/guardian can not leave work and come to the Center, it is the responsibility of the parent/guardian to provide a ride home within 90 minutes of being contacted by the Center. **Under no circumstances will a sick child be allowed to stay at the Center past this 90 minute period.**

EXCLUDABLE COMMUNICABLE DISEASES

A child with any of the following excludable communicable diseases will not be permitted to return to the Center until a licensed physician states in writing, that the child has been diagnosed and presents no risk to him/her or to others. Please report to the Center's office or your child's teacher if your child has been diagnosed or exposed to one of the following diseases:

Chicken Pox, German Measles, Homophiles Influenza, Measles, Meningococcal, Mumps, Strep Throat, Tuberculosis, Whooping Cough, Giardia Lamblia, Hepatitis, Salmonella, Shigella, Impetigo or Head Lice.

Communicable Disease Policy:

If a child has symptoms of a communicable disease (as listed above) and the school can not determine what it is, the parent/guardian will be notified and asked to have the child examined by a medical doctor. If the child is placed on antibiotics, he/she must be on the antibiotic for at least 24 hours before returning to the Center. When the child returns to the Center, he/she must have a written statement from the examining doctor stating that the child is NOT contagious and may return to school.

EXPOSURE TO INFECTIOUS DISEASES

If your child is exposed to an infectious disease while at the Center, we will notify you promptly. In return, we request that you report to us when your child is exposed outside the Center. The following information needs to be provided:

- (1) Doctor's conformation of the type of disease.
- (2) Symptoms
- (3) Source of exposure, if known
- (4) The date of the child's last day in attendance at the Center.

- (5) Doctor's recommendation for course of action for both the child and the Center.

ADMINISTRATION OF EMERGENCY MEDICAL CARE

When a parent can not be contacted by the Center regarding an illness or an accident needing in the judgment of the Administrator and/or his designated person that immediate medical attention is needed, the child will be taken if possible to the emergency room of the hospital of choice indicated on the *Emergency Contact Form*.

If the child is injured or becomes ill while on a field trip, and we can not reach the parents/guardian by telephone, your child will be taken to the emergency room of the hospital nearest to the place of the event.

ADMINISTRATION OF MEDICINES

It is the responsibility of the parents/guardians to provide up-to-date information regard the child's daily medication needs. When medication is brought into the Center, it is to be given to **the Administrator or his Administrative Assistant** so that it may be stored properly.

If you want the Center to administer medication to your child while he/she is in attendance at the Center, you need to complete an Individual **Medication Record** form for the days/week that your child is to receive medicine. This form should be left with the office in the morning along with the medicine. Please let us know if the medicine needs to be refrigerated.

Our staff will only administer prescription medication that is dated, pharmacy labeled and prescribed for your child. **ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER FROM THE PHARMACY OR DOCTOR'S OFFICE.** If the medication is not properly identified and packaged as described above, the Center *can not administer the medicine to your child.*

All non-prescription medication (antihistamines, decongestants, acetaminophen, cough suppressants, and topical ointments) will be administered for *minor discomfort* for **up to three (3) consecutive scheduled days of attendance**.

According to state regulations, the Center is not permitted to administer over the counter drugs such as liquid decongestants or cough medication, which clearly state on the label that the medication is not to be given to a child under six years old unless directed by a physician. Completion of an **Individual Medication Record** is not sufficient. Therefore, the only way our staff is allowed to administer this type of medication to a child, is when a signed physician's permission slip to administer said medicine is received by the Center.

DISCIPLINE/BEHAVIOR POLICY

Introduction to Disciplinary Policy

We believe that discipline means direction and guidance with necessary restrictions. It is essential to have discipline in the training of children.

Since The Golan Learning Center is an extension of the home, we want to share the responsibility for training during the time that the child is at Center. This training is done through a motivation of love and concern for each child. The child is expected to respect the authority of the teacher and those in administration of the Center in this training process.

In every area of discipline, we want to be sensitive to the individual student's development and to give consideration to the growing process. Cooperation is needed between the parent and the school to understand the student's ability to practice self-discipline. This step is used with discretion and keeping in mind the nature of the offense and the maturity of the student.

Affirmation of Responsible Behavior

Teachers and the administration will use a variety of methods to encourage good student behavior. The following are a limited list of examples of the methods to be used, both individually and corporately:

1. Send home affirming notes.
2. Orally commend the student.
3. Offer rewards such as extra outdoor time, bonus activity, stickers.
4. Receive special privileges/recognition from the administration.

However, if negative behavior occurs, the following policy will become affective:

DISCIPLINARY POLICY

The following policy has been formulated to provide a school atmosphere in which character is nurtured and responsibility is developed. Teachers handle discipline following these steps.

The following actions for disciplinary purposes will be followed. These are preferred for teacher guidance and for parental understanding. The school is responsible for:

**Seeing that the rules of the classroom are clearly defined and consistently applied.* Children will be given clear, consistent guidelines for proper behavior. Each classroom will have a chart which explains the rules of the classroom, hallway and playground.

**Defining the offenses and the plan of action when this is required.* Reasons for rules and regulations will be explained to the children by the teacher in charge. There will be no use of physical hitting, corporal punishment, abusive language, ridicule or harsh, humiliating or frightening treatment. Children will not be isolated as a punishment, confined without supervision, or forced to take an inappropriate, uncomfortable position. Discipline will not be associated with the behavior of children in regards to rest, toilet training, and snack or lunch foods.

**Dialoguing with parents about the situation and the various options to deal with it and resolve any disciplinary problems.*

Minor Offenses:

Definition: *Disruptive behavior such as interrupting class activities, unnecessary talking during study periods, throwing objects indoors, running and jumping in halls, not adhering to classroom, playground, lunch room and/or hallway expectations, etc.*

Options to consider in dealing with minor offenses:

Option 1 - Effort to correct the problem can be attempted by eye contact, voice reminder, teacher presence in disturbance locale, etc.

Option 2 - Student may be asked to go to a quiet area.

Option 3 - The offense may be recorded and filed in the student's file

Option 4 - Arrangements may be made to talk with the student after class option.

Option 5 - The student may be asked to miss part of outdoor play or gym time.

Option 6 - If the disruption seems to require it, the student may be sent to an administrator until the teacher can pursue the matter at hand.

Option 7 - A silent lunch time may be assigned.

Other creative options may be developed at the discretion of the faculty and/or administration.

Repeated minor offenses will be considered a major offense. This decision will be at the discretion of the Administration in consultation with the teacher, the child's Family Worker, the parent and student involved.

Major Offenses:

Definition: *Hitting, kicking, insolence and continued disrespect of teacher, continual biting, pinching, disobedience, cheating, lying, fighting, stealing, vandalism and obscenities, and any continued disruptive or unacceptable behavior that has not been resolved. Student conduct forms will be sent home upon all major offenses.*

Procedure in dealing with major offenses:

Steps 1 - The first student conduct report will state the problem along with our plan of action. (Some plans of action are listed below.) Student forms will need to be signed by parents and returned to the Center's office before you take the child home.

Step 2 - Additional conduct reports will involve more serious responses. A parent will be expected to return with the student who has received such a note, for a conference with the child's teacher. The above may result in the administrator requesting a conference involving the teacher(s), Family Worker and both parents if possible. A plan of action will be determined, with a time line for improvement in behavior.

Step 3 – If the plan of action is determined not sufficient to remediate the problem, a second meeting will be held with the Teacher, Teaching Assistant, Family Worker, Director and a parent/guardian to determine whether additional help is need by the **Intervention and Referral Team** and/or the **Preschool Child Study Team** from the Department of Special Services of the Vineland Public School.

All reports and discussion on any child will be considered private and confidential.

As stated previously, VNLC is an extension of the home. Because of this, we want to share, the responsibility for training during the time that the child is at The Center. This training is done through a motivation of love and concern for each child. The child is expected to respect the authority of his/her teacher and all those in authority who are a part of his/her preschool education.

DISMISSAL POLICY

The Golan Learning Center is an Abbott Preschool. The Abbott Program is a 6-hour per day, (Monday through Friday), 12 month program. Children are required to be in attendance 80% of each month. If a child is absent from school, whether sick or vacationing, **a note must be provided to the center.** If a child misses 10 consecutive days, the excessive absenteeism may result is automatic dismissal from the Abbott Program. For no other reason may a

child be expelled from school. If behavior problems arise a request may be submitted, with the consent of a parent/guardian for a PIRT intervention. Please be advised, that if a child is causing bodily harm to other children, staff members, or to himself /herself a parent/guardian may be called (with the authorization of the district) to have a child sent home.

WEATHER CLOSINGS

The Center will be open except in cases of severe weather. ***We will follow the Vineland Public school closings for weather, so please listen to radio stations WVLT 92.1 FM; WBSS 97.3 FM; and/or WMGM 103.7. Or view CABLE Channel 9 and QBC Channel 2.***

If serious weather conditions develop during the day, you will be called to make arrangements for your child to be picked-up before the regularly scheduled daily closing time. Under no circumstances will the Center stay open past 5:00pm

See the calendar in this packet of information. Please place this somewhere in your home to refer to it daily.

You should carefully read the schedule sent home regarding whether the Center will be closed for holidays.

CLOTHING

Clothing that is easily cleaned and appropriate for comfortable play is recommended. **An extra change of clothes is needed, which is to be left at the Center for emergencies.** If your child is in the process of being toilet trained, please supply additional training pants or if necessary, disposable diapers, pull-ups, diaper bag, and diaper rash ointment. **The Center does not supply items for children who are not toilet trained.** Be sure that your child's clothing:

1. is comfortable, washable and allows for self-dressing
2. Has the child's full name on the clothing tag

Because the children are involved in many activities, they should not have to be overly concerned with staying clean. Dresses with ruffles and bows are not

appropriate for everyday clothing. Pants with very difficult belts and buttons should also be avoided. Please dress your child in clothing that is self-dressing. This makes it easier for them to use the bathroom independently. Please be certain that your child's name is marked on all articles of clothing so that we may prevent any losses.

When the weather is cold, send mittens or gloves, a hat that covers the ears, and a sweater, if desired. Please send a warm jacket and remember to send a pair of extra pants for the girls if they are wearing a dress on that day. Classrooms are warm, so often an undershirt and shirt are warm enough for indoors.

Since we go outside most days, please pack boots for snowy days. Children should bring other footwear for indoors. Boots will not be permitted to be WORN all day, as children tend to be very uncomfortable when their feet get too warm.

When weather is rainy, please send in a raincoat for your child. Children's umbrellas are not permitted for group safety reasons! If you want your child to carry an umbrella, then you must bring it in the morning, take it when you leave and bring it back when you pick up the child.

REST/QUIET TIME

All children will be assigned a cot. The parent is responsible to provide 2 labeled sheets and a small pillow (if child uses a pillow) for the child. **All child enrolled in the Center will be given a nap time daily.** All children will be expected to lie down, and remain quiet during this rest time. Children who have "outgrown" an afternoon nape will be expected to remain on their cot and play quietly with items provided by our staff. **All nap materials must be taken home every Friday to be washed, and returned on Monday.**

By directive of the Division of Human Services, every child may have the following for napping:

- **Sheet to cover the napping bed**
- **Sheet or Blanket to cover the child or**
- **A washable sleeping bag – this is the best! All in one**

ITEMS FOR YOUR CHILD'S BIN-*CHANGE OF CLOTHES*

1. **A complete change of clothes must be available at all times,** including underwear, socks, shirt, pants/shorts, sweater/sweatshirt.
2. If your child is using “pull-ups” **it is the parent’s responsibility to provide these items, as well as wipes for cleaning.** The Center does not carry these items.
If your child has an accident, and you have not brought a change of clothes, you will be called to bring a dry/clean set of clothing.

FOOD

The children attending our Pre-School Private classes are **provided a breakfast from 9:15 until 9:45am,** a DAILY lunch and an afternoon snack during the school year. Children enrolled in the school-age wrap-around program receive an afternoon snack. A decision concerning the meals for the summer program is decided by June 1st.

All children are eligible for meals and snacks **providing an Eligibility Form are completed for EACH child.** Each September parents in both private preschool classes AND our wrap-around school age program will be asked to complete a survey from the Department of Agricultural to register your child’s name as a participate in the food program.

A lunch menu is sent home at the end of the month for the next month. If there are food items on the lunch menu your child does not like, you will have to provide a lunch for your child.

What are the regulation regarding packing my child’s Lunch?

When packing a lunch for your child, please remember the following:

1. Pack only what your child can eat at lunch time. Should have a serving of protein, one serving of vegetable or fruit and one serving of grain products. Milk or 100% juice. Soda is **not** permitted.
2. No lunches will be warmed in the microwave or kept in the refrigerator.
3. Please pack all necessary utensils (spoon, fork, napkin, straw, etc.)

4. Absolutely **no candy or gum of any kind** should be sent in you child's lunch. If it is packed, the teacher will send it home and not allow the child to eat the candy or gum snack.

LUNCHBOX

Please be sure that your child's lunch box/sack has his'/her's first and last name printed clearly on the container.

TOYS FROM HOME

It is possible that your child will want to bring some of their favorite toys to the Center. Most classrooms allow a favorite soft stuffed animal to sleep with, only. This creates several potential problems:

1. The toy gets broken and the children get upset;
2. The children give the toys away without permission from parents;
3. The children argue over the toys and their ownership.

To alleviate these problems, please have your child keep their toys at home. If we decide to have a special "show-and-tell" day, you will be notified in advance. The following toys will not be permitted at school anytime:

1. Any type of gun or sword
2. Metal or wooden bats
3. Large metal trucks, cars, boats, etc.
4. Any type of toy with small pieces that could easily get , swallowed, lost or misplaced
5. Any type of toy that could hurt another child.
6. No electronic games. I.e., Game Boy and the like

The Center will not be responsible for any play item, toy or game, brought from home, which is lost, stolen or broken.

BIRTHDAYS AND CELEBRATIONS

Birthdays are very important to children and we enjoy participating in them. In fairness to all children, we ask that **no birthday lunches be provided.** We find it works best if a birthday "special snack" is sent in (e.g. cupcakes, ice cream, cookies, juice, etc.). If you want to provide a snack for your child's birthday, **please make arrangements with your child's teacher** so that he/she may set up a time and date that will fit into the daily schedule of the Center. We can not allow surprise celebrations.

FIRE DRILLS

Emergency drills (one Fire Drill and one emergency evacuation or lock down drill) are held two times a month to acquaint your child with evacuation procedures. Our Center is equipped with a fire alarm system, a sprinkler system, smoke detectors, and fire extinguishers in accordance with state guidelines. Often during the first months of the school year children are afraid of the siren within the building. Please speak to them about this shortly after you read this manual and help them understand "we are practicing so no one gets hurt if we need to leave the building in a hurry."

FIELD TRIPS AND SPECIAL OUTINGS

Parents will be informed in advance of every field trip, outing, or special event away from school. This child's teacher will send home a permission slip with the child at least one week in advance. The permission slip will give you all important information including date, time and reason for the trip. If parents/guardians are needed for field trips and extra-curricular activities, the Center may ask the parents/guardians to help with their child's class. Parents may be requested to go on trip – for safety reasons.

There is no cost for Abbott children during the school. A permission slip must be signed and returned before the child will be allowed to attend the trip.

If the child is not allowed to attend the trip for any reason, he/she will be asked to stay home because alternative care at the Center will be not available as all staff will be on the field trip to provide adequate ratios determined by regulations from the state.. We do our best to meet the needs of every child and their families, but some trips are organized for the entire school to attend.

If additional adults are invited to attend the trip for the cost of the trip. The mode of transportation will determine the total number of attending. After the Center has met the required pupil/staff ratio, any remaining seats will be sold to parents. Your reservation will be placed on a list when the fee for the trip or outing is paid to the Center's office. Parents will be asked to buy their own admission; often time we can get a reduced group rate

ACCIDENTS

The Center will not be liable for accidents or illnesses occurring to the child while in its care, unless it can be proven that the accident or illness was a direct result of the worker's negligence. Be sure the Center knows where you can be reached in case of any emergency. Please notify the Center of any change of address, phone numbers, employment, or emergency care numbers.

A. When an accident or injury requiring professional medical care occurs to a child while in the Center's care, the Center shall take immediate necessary action to protect the child from further harm and immediately notify the child's parent(s)/guardians(s) verbally.

B. The Center shall maintain on file a record of accidents and injuries sustained by a child requiring professional medical care while under the Center's supervision. The accident and injury record shall include the following:

1. The name of the child involved in the accident or injury;
2. The date, time and location of the accident or injury;
3. A written description of the following:
 - a. The accident
 - b. The injury to the child
 - c. The names of witnesses to the accident or injury; and
 - d. The follow-up action taken by the Center, including:
 - 1) Application of first aid; and

- 2) Consultation or treatment by licensed physician, if applicable

C. Accidents or injuries *not requiring professional medical care* shall be reported to the child's parent/guardian by the end of the day. The accident/injury will be recorded in detail on the appropriate form by the staff member(s) who witnessed the incident. The parent will sign the form, indicating that he/she is aware of the accident/injury. This form will be kept in the student's personal file.

D. Upon request of the child's parent/guardian, the center shall provide written description of the accident and/or injury by the end of the next operating day.

SAFETY REQUIREMENTS

The health and safety of the Children in the center is our number one priority. With that in mind, the following safety measures are required and are in verbatim a part of the *Golan Staff Manual*

- A. **AT NO TIME ARE CHILDREN TO BE LEFT UNATTENDED.** All children must be in your sight within the room at all times. This includes during restroom procedures. If you do not have an aide who can take the child to the restroom, then the whole class must go along.
- B. Children must always wash with hot water and soap both after using the restroom and before eating.
- C. No gum or candy is to be eaten in the center either by the children or staff. The children are not allowed to bring in their own toys (except for Show And Tell Time), and not allowed to have money.
- D. No children are permitted in the kitchen area or any storage area or closet.
- E. Children are not allowed to stand on chairs at the drinking fountain. Please use only approved step stool if necessary
- F. The restrooms must be checked after each restroom break. All toilets must be flushed and all paper towels and toilet paper properly disposed.

- G. Both the playground and individual areas (including gym) must be cleaned up prior to leaving the room. Chairs must be pushed in, toys put away, papers in the trash, etc. This not only provides a nice appearance to visitors, but it teaches the children responsibility.

CHILD CARE GUIDELINES

A. Each staff member shall **wash their hands with soap** and running hot water immediately:

1. Before preparing or serving food;
2. After diapering a child;
3. After toileting
4. After assisting a child in toileting;
5. After caring for a child who appears to be sick;
6. After coming into contact with an animals body secretions;
7. After coming into contact with blood, fecal matter, urine, vomit, nasal secretions, or other body fluids or secretions

B. Safety Requirements:

1. Children are not allowed in the kitchen area.
2. Children are not allowed in the hallway or IN any classroom outside of the gymnasium. Classroom doors or area not being used must remain closed and if possible lock the doors at all times.
3. List any injury, no matter how small, on the communication sheets. Please use these sheets to inform parents of their child's activities throughout the day.
4. The **ONLY** approved areas for children's play are the gymnasium area and the outside playground, as well as the courtyard for using the tricycles.

PLAYGROUND RULES

- A. No more than 45 children may be in the playground at one time. While our capacity is 80 no more than 3 classes may occupy the play area at a time.

B. The following rules apply to play:

1. No pushing, tripping, or kicking of other students.
2. No walking on the lid of the sandbox.
3. No one is allowed to stand in the sandbox.
4. No sand to be taken out of the sandbox.
5. No throwing sand or rubber chips.
6. The rainbow bars are up only.
7. The beanstalk steps are up only.
8. The green circle steps are up only.
9. No leaning or hanging on the fence.
10. Only one child is allowed to go down the slide at a time and they must go down feet first on their bottom.
11. The toys are allowed by the carport and house only.
12. Adults are not to sit on the equipment.
13. All toys must be put away before leaving the play area the last class on playground should clean up:
 - i. All balls must be put inside shed.
 - ii. All sandbox toys must be placed inside the sandbox.
 - iii. The lids must be placed on the sandboxes.
14. No toys or balls are to be thrown outside the fence.
15. Only staff is allowed to operate the latch on the gate.
16. The children are allowed to dig in the area between the sandboxes as long as any holes are filled in when class is finished.
17. The children are allowed to play with the rubber chips as long as any holes are smoothed over before the class leaves the playground.

C. Only teachers are allowed to operate the latch on the gates.

D. All children must use the restroom prior to going out to play and must remain outside until the end of play time (unless there is an additional staff member who is able to take the child inside to the restroom, water fountain, etc.)

CLASSROOM & FREE PLAY AREAS

- A. All classrooms & free play areas are to be cleaned prior to leaving for another area. All materials put away, and trash thrown out.
- B. All teachers & teachers' aides are to be certain that their area is cleaned at the end of the day. This includes sweeping the floor, taking out the trash, etc.

- C. Any teaching materials (such as learning centers, charts, toys, supplies, etc.) must be removed from the room and stored in their proper place at the end of the day on Wednesdays and then again on Fridays in order to prepare the facilities for use by the Teaching Wedge on Thursday and Sunday.

Wrap Around Child Care* ***(Before and after school care)**

Wrap Around Eligibility

Abbott Wrap Around Child Care* Income Eligibility for Free Child Care Services (free for the Abbott students who qualify)

***(Before and after school care and/or summer program)**

Please see Ms. Lydia Trischitta, assistant director for all the paperwork needed for the Abbott and non-Abbott Wrap Around Program and to see if you qualify for funding.

OR

For more information call your local Quality Care Resource and Referral Agency (CCR&R) at: **(856-462-6800)**

HOURS

7:00AM—9:30AM and 3:30PM – 5:00PM

(extended hours are offered with additional fees)

A late fee of \$3.00 per minute will be charged for picking up after 5:00PM

There is a \$30.00 annual registration fee per child
for K – age 13 school age program

Discounts of 10% will be granted
for the second and third child in the same family.

Before and After School Wrap Program Fees
AM & PM—\$75.00 /week /child