



Learning in a Loving Environment

Parent Handbook

At Little Explorers Learning Center Children are encouraged to discover their individual strengths and unique talents. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

Little Explorers Learning Center, Inc

(Infant/Toddlers)

71 west Main Street,
Bergenfield New Jersey 07621
Phone 201-385-0040
fax: 201-385-0025

Email: LELC@BERGENFIELDDAYCARE.COM

Little Explorers Learning Center II, Inc.

(Preschool/School Age 2 ½ to 13)

58 James Street
Bergenfield, New Jersey 07621
Phone (201) 374-2933
Fax (201) 374-2934
E-mail: info@littleexplorers2.com
Website: www.littleexplorers2.com

LITTLE EXPLORERS LEARNING CENTER

PARENT HANDBOOK

Welcome to Little Explorers Learning Center. This handbook contains information regarding our learning center program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our program. It will answer many of the question you might have about Little Explorers Learning Center.

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PHILOSOPHY

Our program believes that in order for any child to be successful and prepared for elementary school we must offer a learning environment that focuses on the social, emotional, intellectual and physical development of each child.

We believe that families and educators must join together as partners. We respect the importance of each family tradition. We encourage parent's involvement through parent teacher conferences, family events, and activity classes throughout the year.

OUR MISSION

Is to serve children and their family by providing innovative, high quality early learning and affordable child care as well as provide an environment where children experience secure, stimulating, healthy and enjoyable opportunities for growth and development.

OUR GOALS

Our goals at Little Explorers Learning Center is to provide high quality care for children in a safe, secure, positive environment and to provide our students with the best education and care available in the preschool industry. Also create an environment that meets the needs and promotes the physical, social, and emotional development of the child using creativity and age- appropriate practices. We believe there should be a balance between education and independent play.

LITTLE EXPLORERS WELCOMES THOSE OF DIVERSE FAITHS, ETHNIC ORIGINS, AND RACE.

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity, it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities one possesses. We strive to create developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

OUR PROGRAMS

Infants

A warm, caring and loving atmosphere is what infants experience everyday in our program as well as healthy, clean and secure environment.

Infants are nurtured through a variety of sensory and movement experiences, and the importance of following each baby's sleep, feeding and play routines. "As it is done at home, it is followed in our care". The importance of communication between parents and teachers is emphasized through a daily record of each baby's activities, food intake and diaper routine.

Toddlers

Toddlers are filled with energy and curiosity about the world and are developing a sense of increasing independence. We support and reinforce your child by providing fun and challenging activities that promote all aspects of their development, including self-help, language, cognitive and physical. Our classroom is designed with children in mind, shelves are open, tables are low and supplies are easy to reach.

Preschoolers:

Our preschool curriculum is designed to prepare your child as he/she begins an educational voyage that will eventually lead to kindergarten and beyond.

Learning becomes meaningful to preschoolers when engaging experiences are based on their interest and their knowledge.

Activities are designed to teach:

- * Language and communication
- * Cognitive skills
- * Creativity
- * Gross and fine motor skills
- * Personal and social skills

Activities include:

- * Construction & design
- * Dramatic play
- * Writing

- * Creativity & art
- * Math & manipulative
- * Science & sensorial
- * Outdoor play
- * Reading & listening

School Age 5 to 13 years (Available base on each year's enrollment)

Our School age classrooms are cheerful spaces that promote social and emotional development, while supporting continued learning before and after school. With respect and integrity, our school age students practice cooperation, explore creativity, and continue their studies. With a balance of individual and group time, children may complete homework, play games, create crafts, read books, and more. In our mixed-age classrooms, students have an opportunity to learn from and mentor peers with kindness and respect.

In addition to offering dedicated time for homework, our School Age classrooms enhance children's education through weekly learning plans. Every week, activities are designed around writing, math, science, art, team building, and exercise to engage growing, active minds.

Summer Camp

During the summer, children at Little Explorers Learning Center enjoy endless activities including: water day, movies, crafts, field trips, and exciting games. Some of the summer games and activities include: Face Painting, Music and Movement, Slip n' Slide, Scavenger Hunt, Food Fun, Hurricane Party, Bubble Blast, Backward Day, and many more. The children ages 4 – 13 years-participate in 1 field trip a week. We also have in visitors that come to us such as Petting Zoo, Tommy the Clown, Reptile Man, and Paint Your Art Out, and more.

ENROLLMENT/REGISTRATION INFORMATION

Enrollment is open to all children ages 2 1/2 through 6 years. Enrollment will be granted without discrimination in regard to sex, race, color, religion, or beliefs. The proper paperwork must be completed and submitted for enrollment. Medical reports and emergency contact information must be current at all times.

The first week tuition plus one-week security deposit and a non-refundable registration fee of \$100.00 is due upon enrollment. Registration fees will be due as required for each program. The security deposit will be applied to the last week's tuition as long as the required two-week notice is given.

Enrollment Required Documentation

- * Immunization record
- * Child Universal Health Record
- * Allergy Plan & Allergy Medication (If Needed)
- * Registration Packet & Centers Policies signed
- * Parent provider agreement
- * Tuitions & Fee Payments all covered

Withdrawal & Dismissal Policy

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing including your child's tuition for that two-week period. The director at LELC reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- * Non-payment or excessive late payments of tuition and fees.
- * Not observing the rules of the center as outlined in the parent agreement.
- * Child has special needs that we cannot adequately meet with our current staffing patterns.
- * Physical and/or verbal abuse of staff or children by parent or child.
- * Expired or non-immunizations and/or physical.

Smartcare:

Your child's records are located at a secure site on Smartcare. Parents are encourage to check their child's site to daily logs and to view tuition status. It is the parent responsibility to check Smartcare for their current tuition amount. Once your child is register at LELC you will received an email with confirmation code and login information. Parents without internet connection will received hard copies of tuition statement and centers communications. Inform the office if you need to be placed on our Parent Print-Out List.

HOURS AND DAYS OF OPERATION (Follow yearly calendar for additional holidays)

Little Explorers Learning Center is open Monday through Friday 7:00am to 6:00pm.

The center will observe the following holidays:

- * New Year's Day
- * Columbus Day
- * Martin Luther King Jr. Day
- * President Day
- * Good Friday
- * Memorial Day
- * Independence Day
- * Teacher in-service (2 days in August)
- * Thanksgiving (and the day after Thanksgiving)
- * Christmas Day
- * Labor Day

Emergency Closings

Little Explorers will make every effort to open on time and remain open during inclement weather. However, in the event of extreme weather conditions, it may be necessary to delay opening or cancel classes in order to ensure the safety of our families and staff. Please listen to local radio and news for school closings. If the Bergenfield school district is closed due to weather conditions our center will be closed as well. If it becomes necessary to close the school during the day, you will be notified by phone. There are no refunds for emergency closings.

Attendance

Parents should notify Little Explorers if a child will not be attending or will be late on a particular day. Your child should be in school no later than 9:30 am. And cannot exceed 9 hours per day. Extra fee is charge for extended hours of care.

TUITION/FEEES AND PAYMENT POLICIES (no exceptions)

Little Explorers payment methods are cash, checks and credit cards on a weekly basis. Full time weekly rates are due on Monday of the week childcare is provided, for those who need part time care, payments should be done the first day of the week childcare is provided. If payment is not received by Wednesday of the week of care the account will be considered delinquent. (See delinquent payment below.) If you do not pay your balance in full with late fees by Friday your child will not be accepted in school the following Monday. (No exceptions)

All checks are to be made payable to: Little Explorers Learning Center, Inc.

Tech Fee: \$4.00 Monthly

Absences: If your child misses preschool because of a trip, illness, etc. the tuition fee still must be paid to cover that period. (No refunds for absences)

Vacation/Holidays: Full tuition is due for any absent period including Vacation, Holidays, Communicable Disease Closures and Emergency Closures. Please check your monthly calendars for holiday dates.

Registration Fee: A one-time, non-refundable registration fee of \$100.00 is charged for each child enrolled. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: A fee of \$10.00 per day will be charged to the account if payment is not received by Wednesday of each week. A \$35.00 fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in cash until all account balances are settled.

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged after 6:05pm (Cash Only at the time of pick up). Please remember our staffs also have families and commitments. If you exceed 9 hours of care \$10.00 per day will be automatically charge to your account for extended hours. (Full time care is 8 hours per day part time care is 4 hours per day) (No exceptions)

Withdrawals: Parents wishing to withdrawal their child(ren) may do so at any time. A two-week notice, in writing, is necessary.

Inclement weather: on rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances arise please listen to local radio station and news for Bergenfield district closing information. On these occasions regular payment is expected.

Staff:

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

SAFETY AND SECURITY

Your child's safety is a top priority at Little Explorers. The doors to our facility remain locked throughout the day. Children must be signed in and out upon arrival and departure. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child. A major responsibility of our staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

ARRIVAL AND DEPARTURE

Parents are required to bring their children into the classroom and to sign in. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Children

may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick-up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware the child is being picked up and signed out. Parents are responsible for the supervision of their child before sign-in and after signing them out.

Separation can be stressful for both the parent and the child, especially in the early days. Please help us to make this time less stressful by adhering to the following guidelines:

- * Please do not attempt to sneak out without saying goodbye to your child.
- * Give your child a good-bye kiss and explain that it is time for you to leave and you will return later.
- * As difficult as it may be, make your good-bye short and sweet, even if your child is crying. The longer the goodbye, the longer the child will cry.
- * Little Explorers teachers are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity. Ninety percent of the time, your child will have stopped crying before you get in your vehicle.
- * Do not linger around after you have said goodbye, this can confuse your child and prolong the crying.

SOCIAL SERVICE REFERRAL

If a child is in need of assistance in addition to what the teachers can provide on a daily basis, the Lead Teacher will notify the Director. The Director will hold a conference with the parent (s) to provide information about appropriate social service agencies, which can meet the child and/or family's needs. The center will make every effort to lead parents in the correct direction for assistance. The director/staff will also assist in any additional services. The parent/teacher/director will work together as a team to document any concerns. The parents will be notified immediately when concerns arise.

HEALTH POLICY

Little explorers learning center provides children with a clean and healthy environment we guide the children's to wash hands with soap and water before and after each meal

and snacks, after using the toilet and before and after outside activities and after any science project. However, children become ill from time to time.

Children who are ill cannot be appropriately cared for in preschool setting. Parents need to have alternate care available for when this occurs. Examples of health symptoms that require exclusion from the center include (but are not limited to):

- * **Becoming Ill While in Care:** Little Explorers will provide a child that has developed symptoms of illness a quiet place to rest that is in view of a childcare provider until the child is removed from the facility. The parent or emergency contact person will be notified of the illness by the child's teacher and must pick up the child within thirty minutes.
- * **Daily Health Check:** Each child's teacher upon its arrival will conduct a Daily Health Check. The teacher will be checking for symptoms of illness, communicable disease, child abuse and maltreatment. Information will be documented in the Daily Health Check File. All cuts, bruises, and behavior changes (whether or not suspected abuse) must be documented. All teachers will receive training relating to recognition of signs and symptoms of illness and child abuse, administration of medication and taking temperatures, and emotional and physical needs of ill children.

Little Explorers Learning Center is a non-smoking facility.

Policy on Methods of Parental Notification

Communication between home and school is extremely important in order to ensure the success of your child. Please feel free to discuss any concerns you have with the Center's Director.

It may not be possible for you to have a long conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or a phone conference may be arranged.

Little Explorers provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our Center. The following details the types of communication that parents will receive:

- * **Daily Reports:** A daily report/timeline is sent to each parent to provide you with an overview of the child's performance throughout the day. Information on meals, toileting, sleep, and child's overall mood will be included on this form.

- * **Parent Conferences:** Parent/Teacher Conferences will be scheduled two times per year, or more often by request. This conference will summarize each child's progress in our program. Conferences will be scheduled in October and May. Parents are welcome to schedule a conference at any time.
- * **Information Board:** Information about upcoming activities and events will be posted on the information board. Please check the board regularly to keep informed about our upcoming events. (Information board is at the welcoming area)
- * **Newsletters and Calendars** are emailed on a monthly basis. You can also get a hard copy at the front desk.
- * **Smartcare** is the automatic system we use in case of an **EMERGENCY** closure and is the system we use to email notifications to parents. In addition, you can see pictures of your child's activities, projects, field trips, events and fun days at the school. This is by invitation only.

Little Explorers will only accept phone calls (201-374-2933) (201-385-0040) or emails (info@littleexplorers2.com) (LELC@bergenfelddaycare.com) to report your child absent for the day. It is the parent's responsibility to notify the center Director/Director's assistant in the event of absences by 9:30am.

Please do not contact staff members on their personal lines to report your child absent or to ask any questions on regards of the preschool. Staff members will not text any pictures of a child requested by the parents at any giving time. Parents can always go to the center's Smartcare App to view pictures or ask the Center's Director.

Any questions or concerns always bring it up to the Center's Management!

Emergency Procedures

If an emergency arises, a qualified staff member administers first aid care, calls the parent, and if necessary contacts EMS. Staff will accompany the child to the nearest hospital where emergency treatment is administered. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted. It is essential for parents to provide information on where you can be reached, physician name and phone number, signed emergency waivers, and updated emergency contacts and waivers. An accident report log is kept at the front desk with detailed information on any injury to a child. An incident report is kept in the log, in the child's file, and a copy given to the parent within 24 hours of any injury.

Drills, Lock Down and Evacuations

We perform fire drills, lock down and evacuation procedures on a monthly basis. This is done according to state guidelines and to familiarize the children on what to do in case of an emergency.

Our facility is equipped with fire alarm system and extinguishers that are inspected regularly by the town Fire Marshall and our designated State Inspector.

Child Abuse and Neglect Procedure

All staff are mandated reporters of child abuse and neglect. They are required by law to report suspected abuse and neglect.

“The child, making use of all that he finds around him, shapes himself for the future”

Maria Montessori

WHAT TO BRING

Please provide your child with a backpack to carry his/her belongings. It makes for a much easier departure. Children should bring a small blanket for rest time. Children may only bring in small toys from home on his/her designated day (Show & Tell), limited to a size that will fit inside the backpack. Please keep in mind that teachers will help the children to be careful, but cannot be responsible for loss or damage to items brought to school. Toy guns and weapons are prohibited. Diapers and wipes, if needed, should be send in your child's diaper bag daily.

CLOTHING SUGGESTIONS

Our playground is used as an extension of the classroom, and daily programs are conducted outside whenever weather permits. In order for your child to enjoy participation in the program, please have him/her dress for the weather. If it has just rained, please send boots for the puddles; if it is raining lightly, waterproof outer clothing is needed; if it snows, please send snow suit, hat, gloves, and boots. In general, durable clothing that can withstand the energetic activity of young children is the best bet. If the day is extremely cold, send an extra sweater and hat. We will probably be outside for a brief time. Children need to run around, have some large muscle activity, and get some

fresh air. If the child is well enough to come to school, he/she should be able to play outside as long as he/she stays dry. Therefore, we ask that you leave a complete set of extra clothing, especially socks, at all times. Also, if a child is newly toilet trained, it is helpful to keep an extra set of underwear on hand. Please replace the items when they become soiled. When buying indoor or outdoor clothing for school, make sure the child can put them on himself/herself. If you are using shoe boots, please send slippers or sneakers so that your child won't have to keep his/her boots on indoors. We expect to do a good deal of painting and messy projects, so we suggest clothing than can wash easily. This way your child can enjoy the Program without being concerned about his/her clothes. A comfortable pair of shoes should be kept at the center to wear indoors. This will help to maintain our facility clean and free of outdoor germs.

PLEASE LABEL ALL ITEMS/CLOTHING WITH YOUR CHILD'S NAME.

The teachers are not responsible for lost or damaged articles. (Water bottle, juices, lunch box, clothing and blankets).

MEALS AND SNACKS

Little Explorers realizes that children have different eating habits and tend to prefer certain meals. Because of this, many parents prefer to provide lunch/snack for their child so they can be sure that their child will eat. Parents are asked to bring in a nutritious lunch/snack every day in a lunchbox clearly labeled with your child's name. .

Little Explorers will provide morning and afternoon snacks. These will include goldfish, cereal, pretzels, crackers, cheese, etc. Water will be provided with all snacks. According to New Jersey State Regulations, if your child is in attendance for over ten hours you must provide a dinner meal.

Cereal and milk, muffins, bagels, or other breakfast items may be sent in with children who arrive prior to 8:30 a.m. Children who arrive after 8:30 should eat breakfast at home.

We Are Peanut Free School

REST TIME

Little Explorers will provide a nap/rest time on a daily basis for children who are in care for four or more hours per day, as required by the New Jersey State Daycare Regulations. Your child does not have to sleep, but will be expected to rest quietly and not disturb other children. You may bring in a small blanket, and crib fitted sheet for your child to rest with. Blankets and sheets will be sent home every day for laundering. Please return them back the next day.

Infants Safe Sleep

Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep. Swaddling will not be permitted. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

If a child has a pacifier, please mark the pacifier with your child's name or initials. Children will not be allowed to have pacifiers attached to their clothing or around their neck.

Biting

Biting is a normal stage of development that is common among infants and toddlers-and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

OUTDOOR PLAY

Children are taken outdoors for active play twice a day to our playground (weather permitting). If a child is restricted from outdoor active play for medical reasons, a Doctor's note will be required.

TOILET TRAINING

Your child may be ready for toilet training if he/she:

- * Has a dry diaper for two or more hours and/or after naptime
- * Tells you when the diaper needs to be changed.
- * Tells you when he/she is going in the diaper
- * Shows an interest in using the toilet

Toilet training should begin at home on a weekend or Holiday. However, you decide to train your child, consistency is important. Please provide us with at least three sets of underwear and clothes each day until your child is trained.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- * Severe pain or discomfort
- * Acute diarrhea
- * Episodes of acute vomiting
- * Elevated oral temperature of 101.5 degrees Fahrenheit
- * Lethargy
- * Severe coughing
- * Yellow eyes or jaundiced skin
- * Red eyes with discharge

- * Infected, untreated skin patches
- * Difficult or rapid breathing
- * Skin rashes in conjunction with fever or behavior changes
- * Skin lesions that are weeping or bleeding
- * Mouth sores with drooling
- * Stiff neck

Once the child is symptom-free, or has a 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 of Health.

Excludable Communicable Diseases

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

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

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

Communicable Disease Reporting Guidelines

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

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

LITTLE EXPLORERS EXPULSION POLICY

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

The following are reasons we may have to expel or suspend a child from this center:

Immediate Causes for Expulsion:

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

Parental Actions for Child's Expulsion:

- * Failure to pay/habitual lateness in payments
- * Failure to complete required forms including the child's immunization records.
- * Habitual tardiness when picking up your child.
- * Verbal abuse to staff.
- * Other (explain)

Child's Actions for Expulsion:

- * Failure to adjust after a reasonable amount of time.
- * Uncontrollable tantrums/angry outburst.
- * Ongoing physical or verbal abuse to staff or other children.
- * Excessive biting.
- * Other (explain)

Schedule of Expulsion:

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.

The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child Will Not Be Expelled If A Parent/Guardian:

- * Made a complaint to the Office of Licensing regarding a centers alleged violation of the licensing requirements.
- * Reported abuse or neglect occurring at the center
- * Questioned the center regarding policies and procedures.
- * Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions That Can Be Taken In Order To Prevent Expulsion:

- * Try to redirect child from negative behavior.
- * Reassess classroom environment, appropriateness of activities, supervision.
- * Always use positive methods and language while disciplining children.
- * Praise appropriate behaviors.
- * Consistently apply consequences for rules.
- * Give the child verbal warnings.
- * Give the child time to regain control
- * Document the child's disruptive behavior and maintain confidentiality.
- * Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- * Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- * Give the parent literature of other resources regarding methods of improving behavior.
- * Recommend an evaluation by professional consultation on premises.
- * Recommend an evaluation by local school district study team.

GUIDELINES FOR POSITIVE DISCIPLINE

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

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

You can use positive discipline by planning ahead:

- * Anticipate and eliminate potential problems
- * Have a few consistent, clear rules that are explained to the children and understood by adults.
- * Have a well-planned schedule.
- * Plan for ample elements of fun a humor.
- * Include some group decision-making.

- * Provide time and space for each child to be alone
- * Make it possible for each child to feel he/she has had some positive impact on the group.
- * Provide the structure and support children need to resolve their differences.
- * Share ownership and responsibility with the children. Talk about our room, our toys

You can use positive discipline by intervening when necessary:

- * Re-direct to a new activity to change the focus of a child behavior.
- * Provide individualize attention to help the child deal with a particular situation.
- * Use time-out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (one minute for each year of the child’s age is a good rule of thumb)
- * Divert the child and remove from the area of conflict.
- * Provide alternative activities and acceptable ways to release feelings.
- * Point out natural or logical consequences of children’s behavior.
- * Offer a choice only if there are two acceptable options.
- * Criticize the behavior, not the child. Do not say “bad boy” or “bad girl”. Instead, you might say, “That is not allow here”.

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

- * Discipline a child for failing to eat or sleep or for soiling themselves
- * Hitting, shaking, or any other form of corporal punishment.
- * Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- * Engaging in or inflicting any form of child abuse and/or neglect.

- * Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- * Requiring a child to remain silent or inactive for an inappropriately long period of time.
- * Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But its worth it, because positive discipline works.

OOL/GUIDELINES FOR POSITIVE DISCIPLINE

SOCIAL MEDIA POLICY

Little Explorers Learning Center recognizes that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions and images. With particular regard to images of children and to enable Pre-school to comply with its strict Safety requirements, it is necessary to set our terms around the use of social media in connection with how preschool is presented publicly.

This Policy includes (but not limited to) the following technologies:

- * Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- * Blogs
- * Discussion Forums
- * Collaborative Online Spaces
- * LinkedIn
- * Media Sharing service (i.e. You Tube)
- * Micro-blogging (i.e. Twitter)

Little Explorer uses occasional social media as an additional means of communication between our school and the families we service. We do not post children images.

Little Explorers Learning Center recognizes that parents and their families may be regular users of social media and has no intention to curtail their use of it beyond reasonable requests to adhere to Safeguarding regulations and professionalism. It is also recognized that such parents/guardians may not be wholly familiar with the requirements of Safeguarding, so the following brief guidelines are provided:

- * Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are.

- * Be cautious on how you discuss Little Explorers in conversations on Social Media.
Do not reveal:
 - The location of Little Explorers
 - The names of staff members/volunteers working at Little Explorers, or anything else that could reveal their identities.
 - The names of other children and their parents who attend Little Explorers, or anything else that could reveal their identities.
- * If you have any negative opinions or concerns about any aspect of how Little Explorers is run, do not discuss it on social media. Such concerns should always be reported to the Director/Director assistant so that they can be investigated, discussed and resolved formally.
- * If any opinions are discussed on social media which result in any detrimental effect on Little Explorers, its employees, its children or its parents, then Little Explorers will follow formal proceedings to investigate.
- * Do not create any social media friendships with staff/volunteers at Little Explorers this is so that the Director can be confident that the correct professional relationships are being maintained between staff and parents.
- * Little Explorers will make an exception to this rule if a parent has an existing relationship with an employee/volunteer before your child starts at Little Explorers. This rule no longer applies once your child has left Little Explorers.
- * If you become aware of any conversation taking place on social media about Little Explorers Learning Center and the tone of that conversation is critical of individual staff members or of the organization, then it must be reported to the Director for investigation.
- * Any photographs taken at Little Explorers special events should be for Little Explorers Private website and personal use only and should not be put onto any social media channel.

POLICY ON THE RELEASE OF CHILDREN

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

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s) and.
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873). To seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the 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 release to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child

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

Your child has waited all day to see you and is excited when walk in the door. At pick up please put away your cell phone and give your full attention to your child.

INFORMATION TO PARENTS

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

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of requirements on the DCF website at

<http://www.nj.gov/dcf/provides/licensing/laws/CCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasure, State of New Jersey", and mailing it to: NJDCF, 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 (800) 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 enrollments 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 OOL's Inspection/Violation reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at http://data.nj.gov/childcare_explorer.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff and members and children.

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

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

Our center must offer parents of enrolled children many opportunities 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 a 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, humiliation 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 the State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us.dcf/.

MEDICATION ADMINISTRATION IN CHILD CARE POLICY AND PROCEDURES

PURPOSE: This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety of

medication to the child who requires medication to be provided during the time the child is in care.

INTENT: Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication is critical to meeting that goal.

Guiding Principles and Procedures:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in childcare.
3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider.
4. "As needed" medications may be given when ordered by the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.
5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
 - * Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, and name of the health care provider prescribing the medication, name and expiration date of the administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
 - * Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration must have be clearly visible.
 - * Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the childcare center.
7. Examples of over-the-counter medications that may be given include:
 - * Antihistamines
 - * Decongestants
 - * Non-aspirin fever/pain relievers
 - * Cough suppressants
 - * Topical ointments, such as diaper cream or sunscreen
8. All medications will be stored:
 - * Inaccessible to children
 - * Separate from staff or household medications
 - * Under proper temperature control
 - * A small lock box will be used in the refrigerator to hold medications requiring refrigeration.
9. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.

11. Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:
 - * Permission to Give Medication in Child Care
 - * Universal Child Health Record
 - * Emergency Contact Sheet
 - * Medication Administration Log
 - * Medication Incident/Error Report
12. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.
13. Confidentiality related to medications and their administration, will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.
14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director Designee in the event that a situation arises that requires immediate attention to the child's health and safety, particularly is the parent/guardian cannot be reached.
16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director Designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

17. The Medication Administration in Child Care Policy will be reviewed annually by the following:

- * Child Care Director Nidia Pena
- * Licensing Consultant State Inspector
- * Child Care Health Consultant Bergenfield Health Department
- * Parent/guardian _____
- * Other(specify) – Staff Member Mrs. Diana

EFFECTIVE DATE OF THIS POLICY: 08/16/2018	PARENT SIGNATURE:	DATE:
	PARENT SIGNATURE:	DATE:
	CENTER DIRECTOR/DESIGNEE SIGNATURE: Nidia Pena	DATE: 08/10/20

REFERENCES: Information for the Medication Administration in Child are Policy was derived from the current **Manual Requirements for Child Care Centers** in New Jersey and **Caring For Our Children – The National Health and Safety Performance Standards for Out-of-Home Child Care Programs**, second edition.



58 James Street Bergenfield, New Jersey 07621

Phone: 201-374-2933 Fax: 201-374-2934

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COVID-19 HEALTH PROTOCOLS ADDENDUM TO PARENT HANDBOOK

Covid-19 Updated Health Policy

- * Daily health checks, including temperature measurement and a verbal health screening, will be conducted for all children and staff members when they arrive to LELC. A person with temperature above 100.04 will not be allowed to stay at school.
- * Any child exhibiting the COVID-19 symptoms below during the day will need to be picked up immediately (as soon as possible, but no longer than 30 minutes). A teacher exhibiting these symptoms will also be asked to leave school.
 1. Fever over 100.4 F
 2. Cough
 3. Headache
 4. Difficulty Breathing
 5. Sore Throat
 6. Frequent Nasal Discharge
 7. Loss of Taste or Smell
 8. Vomiting or Diarrhea
- * While waiting to be picked up, the child will be required to wear a disposable facemask and wait with a staff member in a designated area.
- * If a child/staff member has a fever only, he/she will be required to stay at home until he/she is fever free without medication for 72 hours.
- * If a child displays multiple COVID-19 symptoms, he/she will be required to stay at home for a minimum of seven days with at least three days that are fever free.
- * If a child has a diagnosis other than COVID-19, a physician may send a letter of clearance to return to school.
- * If a child, staff member or family member is diagnosed with COVID-19 the school will immediately call the Health Department and strictly follow their instructions. Such directions will include disinfecting protocol, potential closure of room/facility and returning to school guidelines.
- * Please refer to the LELC Parent Handbook for our general Health Policy

Travel

In keeping with CDC recommendations, any child who travels to a “COVID hot spot” And/or internationally and/or by airplane should self-quarantine at home for a period of

14 days to monitor for any potential COVID symptoms. Likewise, if a family member/visitor in your home has arrived from a “COVID hot spot” and/or another country; your child should follow the 14 day self-quarantine.

State Licensing Requirements

- * State licensing regulations require that we send home any child/staff member who exhibits any of the noted signs of illness.
- * Please notify the school at once if your child has been exposed to or has contracted COVID-19 or another contagious disease.
- * If your child is absent due to a contagious disease, a note of clearance from a pediatrician will be required before your child returns to school.
- * Parents/caregivers must notify their child’s teacher and the LELC administration of any allergy or other medical problem, such as food or insect bite allergies.
- * All children must have up to date immunizations as required by the Department of Health and Social Services for preschool attendance.

Flow of Foot Traffic and social Distancing in LELC

- * Parents are required to wear a facemask at drop-off and pick-up times.
- * Staff are required to wear a facemask or face shield at all times.
- * Children will wear a facemask until they have completed their health check and entered their classroom. In addition, they will wear facemasks during school hours when feasible.
- * 6’ markers are placed on the pavement outside of the school for families to wait in line for a health check and for parents to maintain appropriate distance when waiting for a child dismissal
- * LELC has a table where daily health screening is performed and where you can ask to speak with the center’s Director/Assistant. Please observe the markers showing appropriate distance to stand. Parents will not have access to the office.

Morning Drop Off & Afternoon Pick Up Procedures

- * Each child and caregivers will need to have a health check, including temperature measurement and verbal health screening, prior to entering the school.
- * Class arrival and dismissal will be staggered so that less people are utilizing the outdoor walkways.
- * Only one parent may drop off/pick up each child. Older siblings may not enter the school unless they are enrolled in our program.

- * Parents cannot enter the center. Parents will meet teachers at the front door for drop-off/ pick-up. If your child class is on the playground at pick-up, the same procedure will be followed. Parents may not enter the playground areas.
- * Parents are asked to keep in-person conversations to a minimum. We have the smartcare app to facilitate communication between parents and teachers. Emails will be responded to within 24 hours. In case of an emergency or urgent matter, contact LELC office directly.

School Cleaning Protocols

- * All classroom floors, chairs, counters and sinks will be cleaned and disinfected daily (or more as needed). Classroom tables will be cleaned and disinfected before and after each meal time (or more as needed)
- * Our bathrooms are being clean and disinfected regularly throughout the day
- * A bucket for toys that have been in a child's mouth have been placed in each classroom. Such toys will be disinfected daily.
- * In each class, a limited supply of toys are available daily, and toys are been used on a three day rotation basis. Once toys are used they are been sanitized.
- * Outdoor equipment handles and handle bars are being wiped with disinfectant after each group ends their playground time.
- * When possible, separate outdoor toys are being used for each group daily.
- * Common door handles are being wiped with disinfectant throughout the school day.
- * Teachers wear school uniform that's been washed daily

Classroom Guidelines & Protocols

- * Please keep a full change of clothes in your child's cubby at all times.
- * All lunch items need to be brought to school in a disposable bag and disposable containers and all partially eaten food will be disposed of after lunch.
- * We will provide children with water and disposable cups in lieu of sending water bottles to school (available in the classrooms and playground). In the nursery, bottles with lids and sippy cups with lids/disappearing straws are allowed.
- * Students and staff members will wash hands with soap and water for 20 seconds immediately after arrival and multiple times throughout the day, specifically after using the restroom and before/after mealtimes.
- * The staff member preparing the snack will be wearing a mask and gloves while preparing and delivering snack.

- * Please refrain from sending lunch boxes and/or backpacks.
- * Outdoor play areas will be used for one class at a time, on a rotational basis.
- * Classroom windows will be kept open as much as possible to allow for ongoing ventilation.
- * All full-time children will have a daily rest/nap time in their own classrooms. Cots will be 6' apart and children will lay in a head to toe formation.
- * Specialty classes and celebrations will be perform via Zoom, as individual groups may not come in to contact with other groups.
- * Birthday party celebration will be at each child's class. The class will sing and play games to celebrate the especial occasions. We are not allowed to share goodies or birthday snacks.
- * We are allowed for nearby walks but we won't have outdoor field trips.

** Policy changes may be made at the school's discretion at any time. Please check back frequently for updates.