



JCC MetroWest

# The JCC MetroWest Early Childhood School

## Parent Handbook

2016 - 2017

Director: Leslie Fleischman

Assistant Director: Grace Kaplan

## **Philosophy & Goals**

**The Early Childhood School at JCC MetroWest** is an engaging, nurturing and progressive program that builds on children's curiosity and natural love of learning. We motivate the development of healthy minds, bodies and lifestyles through living Jewish values and Jewish experiences in an environment that appreciates and respects inclusion and diversity. We provide high quality learning experiences, rooted in academic and social development that will help each child to grow cognitively and spiritually.

**Our teachers** work collaboratively to create environments and provocation that spark wonder and exploration, build confidence and skills in all areas of children's development. Our teachers encourage children to make choices, to be empathetic and consider their role in their classroom. We are dedicated to developmentally appropriate environments and educational excellence for each child in our care.

**Our Early Childhood families** are our partners. Through our school and programs we strive to create an inclusive, fun, engaging environment where children and families become part of a community and develop lasting connections.

**Our curriculum:** We offer a child-centered curriculum based on an emergent approach. Children are constructivist learners, part of the process, being guided by educators who value the input and ideas of the children and one in which observation and documentation is used as a tool for assessment and reflection on the learning and the teaching. As part of our belief that learning takes place through play and "hands-on" experiences, children are encouraged to develop creativity and critical thinking skills through a balance of structured activities and interactive play. Our Judaic curriculum is interwoven in all that we teach as are literacy, pre-math, science and logical thinking. Our curriculum instills strong family values by engaging families as our partners in the education of their children. Children learn through our "Discover Catch" program to respect the health and well-being of their bodies. The environment created in each of the classrooms is fashioned to be an inspiration for inquiry, security and individuality.

We offer a variety of amazing enrichment classes as part of our standard curriculum. All children beginning in the Toddler program have weekly music with a music educator. Beginning in the 2s program we add on weekly physical education. All children registered in three-year old or four-year old program receive weekly swim instruction with our certified aquatics staff. We are the only Jewish EC school in the area to include weekly swim lessons to our 3s and 4s. A school-wide Shabbat celebration offers a meaningful, communal style end to our school week and we welcome parents to join us.

**Our developmental philosophy involves a three-way partnership between faculty, parents and children. It is based on the following assumptions:**

### **Our Staff:**

- Are knowledgeable of child development and of child learning
- Get to know each individual child, understanding his/her needs, strengths and interests
- Are skilled in incorporating that knowledge into the classroom program
- Understand and are sensitive to the cultural and social contexts of the children in the class
- Maintain an emotionally and physically safe environment
- Work as a team with colleagues, parents and administrators, as well as consultants that may be brought in for specific situations
- Plan and maintain an enriching, stimulating, curriculum and environment
- Understand the value of childhood as an important stage in life unto itself and not just as preparation for the next stage

### **Parents:**

- Are welcome and encouraged to visit the classroom (as well as grandparents, siblings, and other visiting relatives) when arranged with the teacher
- Are encouraged to share skills and interests with the children
- Are encouraged to share family traditions with the teacher and the class.
- Work as a team with teachers and administrators by sharing information and concerns about their children

## Children:

- Are treated with respect and dignity at all times by staff and administration.
- Are nurtured in warm, caring relationships with staff
- Are provided with a maximum of free choice experience in the classroom and outdoors
- Are viewed as capable and competent learners
- Are appreciated as individuals

Our developmental philosophy and practice supports the growth and learning of children in a safe and nurturing environment

## General Information

### Phone Numbers

The JCC MetroWest EC School invites feedback, questions, and check-ins. The following numbers give you access to our different EC areas.

ECC Reception	973-530-3479
ECC fax	973-463-3961
ECC Director	973-530-3430
ECC Asst. Director	973-530-3468
JCC Registrar	973-530-3420

### Hours of Operation:

Office Hours	7:30am – 6:00pm and subject to change during EC vacations
Full Day School	9:00am – 2:00pm
Half Day School	9:00am – 11:30pm (with lunch extension available until 12:45pm)
Morning Extended Day	7:30am – 9:00am
Afternoon Extended Day	2:00pm – 6:00pm

### Arrival & Dismissal

Curbside Drop off will begin Monday, September 19<sup>th</sup> between 8:50am and 9:10am

Curbside Pick-Up will begin Monday, September 26<sup>th</sup> at 2:00pm

If you are walking your child in to school, school begins promptly at 9:00am. Please refrain from entering the classroom before this time as teachers will still be preparing their classrooms for the children's arrival. Parents/caregivers must walk their children into the classroom and ensure that they have been signed in.

In order to provide your child the maximum opportunity to develop social skills, it is important to bring him/her to be on time. It is difficult for a young child to join in activities that have already started.

**Children will only be dismissed to their parents/guardians or individuals designated by parents (in writing) on your emergency card as authorized to pick up your child.** If you would like someone other than you (the parents) or designated people to pick up on a given day, you must notify us, in advance. Please be aware that we will ask for proper identification from the newly authorized individual.

### School Closings

In the event of school closings, delayed opening, early dismissal and any other important information, our school uses a programmed automated message system. You will be asked to sign up for this system (providing a phone number and/or email address you want to be contacted at). Should it be necessary, you will receive an automated phone call, text message and/or email providing the necessary information.

In addition to the automated system, you can determine if the school is closed or if there is a delayed opening by calling: 973-530-3479. A message will be on this number by 6:30am or you can access the JCC MetroWest website at [www.jccmetrowest.org](http://www.jccmetrowest.org).

The Early Childhood School is closed for legal holidays, major Jewish holidays, teacher professional days, and parent-teacher conferences. Twelve month Extended Day children have vacation programs available to them included in their tuition, other students may attend for a fee. Jewish holiday programs, when available are for Extended Day children only. The school does not

observe Halloween, Valentine's Day or St. Patrick's Day. Please do not send cards, treats or dress your child in costume for these holidays.

**Please note:** If the JCC building is closed, All Early Childhood programs will also be closed.

## **Policies & Procedures**

**Policy on the Release of Children** If a non-custodial parent has been denied access or granted limited access to a child by a court order, the parent must provide the JCC Early Childhood Department with official documentation to that effect. The JCC will maintain a copy on file and comply with the terms of the court order.

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

- The child is supervised at all times.
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- 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 have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the NJ Child Protection and Permanency (CP&P) 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or authorized person(s) are able to pick up the child. \*\*

If the parent(s) or person(s) authorized appears to be physically and/or emotionally impaired to the extent that, in the judgement of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent
- If the center is unable to make alternative arrangements, a staff member shall call the CP&P hotline to seek assistance in caring for the child.

\*\* We do understand that on rare occasions an emergency will prevent an authorized person from picking up a child. In these circumstances it is essential that you contact Early Childhood personnel and we will do everything possible to assist in appropriately addressing the emergency. If possible, please establish a contact person for emergency situations.

## **Extended Day Program**

Children arriving between 7:30am and 8:45am should be taken to the Sharon and Stephen Seiden EC wing. All children will be escorted to their individual classrooms at 8:50am. If you should need to reach us between 7:30 and 8:45am, please dial 973-530-3479.

## **Late Fees:**

In the event that you are late, your child will not be left unattended. However, a penalty of \$1.00 per minute will be imposed on parents who are late to pick-up on more than one occasion. The Extended Day Program is open until 6:00pm from Monday through Thursday and 5:45pm on Friday. Arrangements can be made for pick-up as late as 6:30pm for a nominal fee.

## **Fire Drills & Emergency Building Evacuations**

As mandated by our early childhood licensing, we conduct fire drills on a regular basis. We also conduct lock down drills at least twice during the school year. You will be notified when a lock down drill has taken place so that you may address it if your child brings it up in conversation. We will make every effort to do the drill in such a method as to be sensitive to the children and not create alarm.

## **Driving Safety & Parking**

New Jersey state law mandates that all children under eight years old must be secured in appropriate car seats or seat belt devices. For the safety of your child and those driving with you, please adhere to this directive. Please ensure that anyone authorized to drive your child has access to the appropriate car seat device.

Please do not park or idle in designated Handicapped parking areas. Please drive slowly when on JCC premises.

## Taking Photos at the JCC

You are welcome to take pictures and video of your children at school. We ask that you be mindful of online postings and sharing of pictures that include other children. Some parents have strong feelings about the use of photos of their children. We provide all families with an opportunity to indicate on their forms in what circumstances we may use their child's photos. If you are going to post pictures to your personal social media please make sure there are no other faces visible except for your child – showing backs of heads, obscured faces, etc. is permissible.

## Incident/Accident & Forms

If a child is injured the staff person attending the accident will complete a report and inform an administrator, parents will be contacted for anything that occurs above the shoulders. An "ouch" report will be issued for all incidents that occur. If the injury requires immediate emergency treatment 911 will be called. We will then call the parents.

## Positive Behavior Support

It is our goal to help children develop the conflict-resolution and self-regulation skills they need to function effectively. We foster these skills through modeling, facilitation, conversation, redirection and reflection, always demonstrating respect for the child as a valued member of our EC School community. We clearly and consistently set limits that ensure the safety and well-being of each person at our JCC MetroWest EC school, as well as encourage respect for materials, and the environment. If a child has difficulty observing the limits, we assist him or her by following one or more of the corrective steps below:

1. Prevent the child from committing a behavior that might harm himself/herself, another child, a teacher or property
2. Explain the inappropriate behavior
3. Suggest alternative appropriate verbal and behavioral responses
4. Redirect him/her to alternative activities if he/she cannot handle the current activity appropriately. Then the teacher will invite him/her to return in a more appropriate manner
5. Notify the parents of the child's difficulty and develop a plan of action for home and school
6. Request a specialist or childcare consultant to observe in the classroom
7. With permission from the parents, we may request a specialist or childcare consultant or shadow (at parents expense) to assist staff and parents in working with the child
8. If none of these steps are successful, we may ask the family to find alternative placement for the child

## Biting Policy

At the JCC MetroWest EC School, we recognize that biting, while it may not be acceptable, is normal and natural for toddlers, and not unusual for twos and preschoolers. Biting frequently occurs in groups of children just on the verge of fluent language acquisition. Because biting is a part of the young child's normal developmental process, we take a proactive rather than a reactive approach. We structure the environment and schedule to reduce frustration and encourage pro-social behavior. The teachers will carefully observe the children at all times. The teachers will model gentle behavior and pro-social skills.

When a biting incident does occur, the following steps are taken:

1. The teacher comforts the "Bitee" with washing the area with soap and water and applying ice. A band-aid will be applied if needed and the teacher will convey messages of comfort
2. The teacher will quickly respond in a firm voice, with a clear message to the biter. Tone of voice, body language, and facial expression all clearly express disapproval of the behavior
3. The teacher suggests alternatives to biting behavior as appropriate for the age of the child
4. The individual families of the children involved will be informed of the incident. It is our policy to only discuss a child's behavior with his / her own family. We ask that you adhere to this policy as well.

The teachers and director will monitor the frequency and severity of the bites. If the biting persists, our next step is to have the teachers, administration and parent meet to work together on strategies to help the child through this phase. In extreme cases of high frequency and severe biting, additional actions may have to be taken, up to, but not limited to asking that the child be removed from the school.

## Toilet Training Policy

Toilet learning is both an exciting and a challenging time for children and parents. As teachers, we are committed to facilitating each stage of your child's growth and development with a positive attitude and approach. If your child is in diapers, be sure to keep your child's diaper supply well stocked. Diapers are changed at a minimum of every two hours. Bring the following supplies (labeled) to class the first day of school or at "Meet the Teacher Open House" event on Sept. 6<sup>th</sup>.

- Two week supply of disposable diapers
- Two week supply of wipes
- Seasonal change of clothing

**Your child may be ready for toilet learning if he or she:**

- Can sense that his/her bladder and bowels are full
- Can let you know when he/she has to go to the toilet
- Understands what is expected
- Cooperates with your requests

When your child displays most of these signs it may be an indication that he/she is ready to begin toilet learning. Your child's desire to wear underwear is not an indication of toilet learning readiness. Please let his/her teachers know when you are beginning this process so they can support you in your endeavor. If your child has a toileting accident in his/her underwear, staff will attempt to remove solid waste, if it is not imbedded in the fabric. The MetroWest EC School does not have the facilities to do a thorough cleaning of soiled clothes. When it is possible soiled clothes will be sent home in a plastic bag. If needed, the EC staff reserve the right to dispose of undergarments that we feel are not salvageable. If a child has repeated accidents in his/her underwear, the teacher and/or the director will meet with you to determine a more helpful plan. This is for health and sanitary reasons. Staff will not assist in wiping; they will monitor and verbally guide a child as needed. Be patient with your child during this process. Each child will be toilet trained when he/she is ready.

**Napping Policy** For children that attend the MetroWest EC School for more than 4 consecutive hours, daily rest or sleep time is required. We shall provide each child with a school mat/cot. A sheet will be provided and become the property of the family to be laundered at home weekly. Please provide your own small comfy blanket. Any child that is not sleeping after 30 minutes will be provided with a quiet play item or book.

**Policy on the Management of Communicable Diseases**

Please do not send your child to school when he/she is ill. A sick child does not enjoy school and endangers the health of other children and staff. It will be up to the EC Administration to determine if you need to pick your child up for any concerns we have with his/her health or well-being.

We reserve the right to send your child home if your child has any of the following observable symptoms:

- Excessive runny nose (If it is due to allergies we require a doctor's note to be on file).
- Unusual Behavior
- Child is cranky or less active than usual
- Child cries more than usual
- Child feels general discomfort or just seems unwell
- Loss of appetite

Fever 100.4 degrees or above

- Few exceptions will be decided by the EC director. For example, immunization with normal behavior.
- The child can return to school 24 hours after the fever subsides without medication.

Diarrhea

- More than one abnormal, loose stool. This is mandated by the Center of Disease Control.
- The child can return to the MetroWest EC School after 24 hours of normal stool. There are NO EXCEPTIONS to this RULE.
- Bowel movement is not contained within underwear or diaper due to a "blow-out".

Vomiting

- The child may return to the MetroWest EC School after 24 hours of no vomiting.

Eye discharge

- Pink or red eyes, tears, redness of eyelid lining, irritation, swelling or discharge or pus.
- Child may return to the MetroWest EC School with visible symptoms ONLY with a doctor's note stating the condition is not contagious.

Severe coughing

- Child gets red or blue in the face
- Child makes high-pitched croupy or whooping sound after he/she coughs or the cough is so persistent that they cannot participate in normal class activities.
- Difficult or Rapid breathing

Skin rash

- Unusual spots or rashes

- Child may return to the MetroWest EC School with visible symptoms ONLY with a doctor's note stating the condition is not contagious.

Severe itching of body or scalp or scratching of the scalp

- Infected Skin Patch(es)
- Crusty, bright yellow, dry or gummy areas of skin

Pain, headache and stiff neck

White or Gray Stool

Unusually dark, tea-colored urine

It is the EC administration's right to ask you to pick up your child if there are any concerns.

If we notice your child has any of the above-listed symptoms, he or she will be brought to the office, you will be called and your child must be picked up right away. An EC representative will attempt to contact a parent first. If the parent is not available or does not pick up the child within 45 minutes, we will begin calling other emergency contacts listed on your child's emergency form.

## Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to school without a physician's note stating that the child presents no risk to himself/herself or others:

Chicken Pox, \*\* Giardia, Lamblia, Impetigo, German Measles, Hepatitis A, Lice, Hemophilus Influenza, Salmonella, Scabies, Measles, Shigella, Shingles, Meningococcus, Mumps, Strep Throat, Tuberculosis, Whooping Cough.

These are reportable diseases that will be reported to the health department by EC.

\*\* If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

## Contagious Diseases

If your child contracts a contagious disease or if your child has vomiting or diarrhea please contact the EC office as soon as you receive the diagnosis. EC can then send an exposure notice to all parents. The notice lists symptoms of the illness so that parents can be alerted. This policy is for protection of all children.

## Policy for Administration of Medication

- **The parent is urged, with the help of the physician, to work out a schedule of giving medication outside of ECC hours whenever possible.**
- The form "Permission of Administration of Medication" must be completed and signed by the parent and the physician. No medication, even over the counter medications, will be administered by EC staff without a completed form.
- Medication must be brought to the EC office in the original container clearly labeled with the child's name, the name of the medication, the dosage, and name of the prescribing physician (if it is a prescription).
- Bring the medication to the EC office, not the classroom. DO NOT give your child medicine to self-administer during the day.
- We will refrigerate medications that need to remain cool.
- EC staff cannot administer fever reducing medications or cold medications with fever reducers. Children with fevers are not permitted to attend school.
- Inform the EC School immediately of any change or discontinuation of the prescription.
- No medication, including vitamins, is allowed in the child's lunch box, backpack, or anywhere in the classroom. This is for the safety of your child and the other children. We will strictly enforce this safety policy by removing any medication found, and returning it to you at pick-up time.
- Diaper cream is considered a medication and needs a signed "permission of Administration of Medication". If your child needs diaper cream, bring it to the office and fill out the form. We will bring the cream to the classroom. Diaper cream is the only medication allowed in the classrooms. It is stored out of reach of the children.

## Allergy Management

With the growing number of children having food allergies, the JCC has instituted several policies and procedures. Working together, we as a community can help create this safe environment.

- Parents of children with allergies must return the Allergy Alert Form. Upon receipt, of your form, we will schedule an appointment with you so that one of our staff can review your child's specific needs with you.
- Daily snacks provided by the JCC will ALL be nut free. If your child has allergies other than nuts, we ask you to provide a supply of safe snacks for your child for us to keep on hand.
- If your child's allergy requires an epi-pen, please send an epi-pen pack with the expiration date and dosage with the epi-pen form signed by your child's physician. This epi-pen will need to be left in school. If your child is in our extended day program, please be prepared to leave two epi pen packs.

## Lice Policy

If we discover a case of lice in the EC or JCC community, communication will go out to families about how to check for lice at home and how EC plans to check for lice in school. Please know that while lice can be highly contagious in a social environment like camp, it is not caused by a lack of cleanliness or by not regularly shampooing.

*Reminder of what lice and nits look like and how to check for them: Live lice look like very small black bugs that will be actively moving around in the hair. Nits often show as white spots directly on the hair, do not move and must be pulled down and off the hair. Please check your child's hair for lice and nits. Children may not have live lice nor nits at school.*

If parents discover that their child has lice and/or nits, please do not send them to school. Please take the proper steps to remove all lice and nits. We highly recommend purchasing a lice kit that includes a comb, shampoo and gel that you can use on your child. Regular shampoo will not kill lice. Lice kits can be purchased in the pharmaceutical section of a grocery store or drug store. Make sure to remove all nits as they will turn into live bugs. Additionally, if parents find lice or nits on their child, they must place all linens and articles of clothing he/she would have come into contact with, in a hot wash, hot dryer and then, a large garbage bag for a period of two weeks. This recommendation exists to ultimately kill lice as they can live off their host for a period of time. Children cannot return to school with nits--all live lice and eggs must be removed. Once families have gone through the lice killing treatment, they can continue to wash their child's hair with tea tree oil, rosemary oil and/or peppermint oil shampoo to help protect their hair from lice. Some people also recommend applying tea tree oil to the scalp at night (for family members living in the same house) and then sleep with a shower cap on, as it traps them with no air, if there are any left. There are also local area Lice treatment professionals that you can access: [Lice Be Gone: 973-718-9730](tel:973-718-9730)

## Handwashing Policy

To reduce the risk of introducing new germs into the EC environment and to help set good habits, we require that your child wash their hands with soap and water before they enter the classroom for the day. Parents may wash their children's hands upon arrival to the building in any of the available restrooms. Children are also directed and assisted in hand washing routinely throughout the day.

## Birthday Policy

We love birthdays and we are delighted to celebrate with the children and welcome you to visit the classroom on that day. We ask that you keep it simple. Be sure to communicate your intention with the teacher in advance.

- We suggest a healthy snack, like strawberries with whipped cream or vegetables and dip. All food must be nut free, kosher dairy. **Nothing home-made is allowed.**

## Dietary Guidelines

Our JCC MetroWest Early Childhood Programs observe MetroWest Jewish community standard kosher dietary guidelines for all foods served in our programs.

- ✓ To assure that each individual is able to maintain his or her own dietary standard, **children will not be allowed to share lunches** (any food) brought from home. Such food is for personal consumption only.
- ✓ When sending food to school on special occasions (i.e. birthdays) we ask that you assure that all prepared and or packaged food bear one of the following rabbinical endorsements:



- ✓ Fresh fruit and vegetables, canned or frozen fruits without grape juice and without additional ingredients (e.g. sauce, butter) do not require the above Kashrut designations.

### Some suggestions for lunches include the following:

Fruit Salad	Vegetable Soup
Falafel & Pita Pockets	Tuna salad
Quesadilla	Fish Sticks
Pasta Salad	Cheese Pizza
Cheese & Crackers	Rice Salad/ Rice & veggies
Meatless taco	Bean and Cheese Burrito
Veggie Burger	Corn on the Cob



Cheese Muffins	Spaghetti, Pastas/Sauces
Vegetables & Dip	String Cheese
Macaroni & Cheese	Guacamole & Chips
Yogurt & Fruit	Tofu Sandwich
Bagels & Cream Cheese	

## Lunch

Lunch is an important social part of your child's day as well as physically nourishing. Deciding menus and packing lunches are activities that can be shared with your child. As you pack your child's lunch for school each day, consider different things: likes and dislikes, variety, and which menu will give your child a healthy and balanced lunch.

- ✓ We strongly suggest that parents send alternatives to sugar-laden desserts. Some good alternatives are pretzels, raisins, dried fruit, fruit rolls, rice pudding and applesauce.
- ✓ **Because of our dietary guidelines at the JCC, we ask our families to send in a dairy or pareve lunch (neither meat nor dairy; i.e. vegetables, tuna fish or eggs also fall in this category) keeping within the general guidelines of our Kosher policy. We ask you not to send meat, poultry or shellfish.**
- ✓ **FOR THE GOOD HEALTH OF ALL OF OUR CHILDREN - PLEASE REMEMBER:**
  - ★ **No peanut or tree nut products. Peanuts and tree nuts are airborne allergens and children can have an allergic reaction by breathing in the nut odors.**

### **LUNCH BUNCH: Extended Program Option thru the Lunch Hour**

For our children attending our AM (9:00-11:30) classes we offer an option for you to extend your child's day and have lunch in school from 11:30-12:40 (there is an additional fee for the *Lunch Bunch Program*).

- Registration for the *Lunch Bunch Program* occurs twice/year along with sign-up for other enrichment classes. Registration for fall semester takes place in August; registration for spring semester takes place in December.

## Clothing

Please dress your child in sensible, comfortable school clothes. We are a "doing" school and we get dirty often.

- Please label all clothing your child wears to school.
- Please send a seasonal change of clothing, socks, underwear, shirts, shorts/pants in a large zip lock labeled with your child's name
- Please dress your child for the weather as we will go outside daily in most weather

## Gym and Swim

Children in the JCC's Early Childhood Preschool program benefit from the special features of the JCC facilities – gymnasium and indoor pools.

- An age appropriate program is designed for our preschool students, including physical exercise in our gym. Parents will receive a schedule for your child's gym day/time. Please outfit him/her appropriately with sneakers and pants on gym days.
- On an age appropriate basis, certain groups of students are afforded the advantage of swimming via our preschool program. The swim program is offered to the following groups:
  - 3 year olds in our Full Day + Extended Day program
  - 4 year olds in our Full Day + Extended Day program
- Parent's will receive a schedule of your child's swim day/time so you can assure that your child comes to school prepared to participate by wearing or bringing a bathing suit, towel and pool shoes. Always send a plastic bag for the wet items to be sent home.
- Children must wear fabric a fabric bathing cap which the JCC provides and the teacher maintains in the room.

## Emergency Forms

In order to enter school on the first day the following paperwork MUST be in the possession of the EC office:

- Universal Health Forms w/ immunizations
- Emergency Card
- Medication Permission Form

- Authorization Form
- Food Allergy & Anaphylaxis Emergency Care Plan (if applicable to your child)
- Emergency Administration of Epinephrine Permission Form (if applicable to your child)

### Payment of School Tuition Fees

As indicated on your school application, all tuition fees must be paid in full in order for your child to attend school. The JCC offers two (2) payment options:

- Annual tuition paid in full prior to the beginning of the school year
- Annual tuition paid monthly via our **FACTS Tuition Payment Service**
- For more information about **FACTS**, or questions concerning payment, please contact Stephanie Adams, Early Childhood Administrator, at [SAdams@jccmetrowest.org](mailto:SAdams@jccmetrowest.org) or at 973-530-3420.

JCC MetroWest Early Childhood School Programs are tuition based. As such:

- Monthly tuition is fixed, and there will be not tuition adjustments based on attendance or the number of EC days in a month
- If a child is withdrawn **before July 31** of the upcoming school year, the registration fee and entire deposit are forfeited
- You are responsible for all fees, tuition after July 31<sup>st</sup> of that school year regardless of your child's attendance
- Any and all changes you wish to make to your child's enrollment must be in writing. This can be done via email.

### FACTS Information

If you used FACTS last year, you do not need to do anything to set up your account, it has already been done. If you would like to change the way you are being charged (the credit card, bank account, or day of the month you are charged) you may log in with your user name and password from the current school year and do this at any time. If you have a sibling coming to school this year, they will simply be added to your existing account by us.

If you are new to using FACTS you must set up an account, creating your own user name and password. You will input the credit card or bank account you would like the money withdrawn from as well as the day of the month you would like to be charged.

To get to the FACTS webpage please follow this link, <http://www.jccmetrowest.org/schoolforms>, then click on FACTS Tuition Payment Sign-Up link.

**Please see below; if you have any further questions, please contact Stephanie Adams, Early Childhood Administrator at [SAdams@jccmetrowest.org](mailto:SAdams@jccmetrowest.org) or at 973-530-3420.**



They Have Questions,  
We Have Answers—**24 Hours a Day.**

Questions after work, questions at midnight—no matter when families need answers, we're available to help.

**Spread the word today—FACTS now offers  
24/7 support at 866.441.4637.**



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## Financial Assistance

Emanating from our Jewish tradition, a cornerstone policy of JCC MetroWest is that we endeavor to assure that no one is denied an opportunity to participate due to an inability to pay the stated fees. Our members and community funders entrust the management of JCC MetroWest with establishing fair and equitable guidelines for the distribution of the limited funds available on a need basis.

- ✓ Financial Assistance applicants will be required to submit certain supporting documentation along with their financial assistance application. **All financial assistance applications are confidential.**
- ✓ Financial Assistance applications and supporting documentation must be re-submitted **each year** there is a request for such funding.
- ✓ For more information on Financial Assistance please contact Leslie Fleischman, Early Childhood Director or Jennifer Helprin, VP Finance, at [JHelprin@jccmetrowest.org](mailto:JHelprin@jccmetrowest.org) or 973-530-3433.

## School Registration/Enrollment Procedures

Registration/enrollment for the school year commencing in September of any given year begins the previous December (i.e. for school year beginning September 2017, registration will begin December 2016).

For those currently enrolled in our school, you will receive a re-registration form the preceding November (i.e. those enrolled in our school for the 2016-2017 school year will receive their re-registration form in November 2016 for the school year beginning September 2017). This form must be completed and returned, with a non-refundable registration fee, so we can make appropriate arrangements for your child for the following year.

- ✓ For all students, returning or new, an enrollment includes a completed registration form **and the required deposit.**
- ✓ Registration is confirmed on a first-applied basis in accordance with our registration priority levels.
- ✓ To confirm placement priority, a non-refundable deposit is due with the registration.
- ✓ You must be registered for *FACTS Tuition Payment Service* no later than July 1 prior to the upcoming school year, as first FACTS payments will be withdrawn from your account in August, just prior to the beginning of the school year. *FACTS* payments are withdrawn from your account one (1) month in advance (i.e. in August you will pay September's payment).

In order to facilitate an easy enrollment into JCC Early Childhood Preschool programs, we have instituted the following registration priority levels:

- Priority Level 1 - Children currently enrolled in our preschool.
- Priority Level 2 - Siblings of children currently enrolled in our preschool.

## Refunds and Credits Policy

There are no credits or refunds given for vacations or temporary withdrawals from the Early Childhood School.

## State Licensing Requirements

In compliance with State regulations and out of respect and desire for full transparency with our JCC Early Childhood families, we make you aware of the following New Jersey State licensing requirements. In keeping with recent amendments to New Jersey's Child Care Licensing Requirements, you, as the parent of a child enrolled at our school, should be aware of the following informational statements. These statements highlight, among other things: your right to visit and observe our center at any time without having to secure prior permission, the center's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Child Protection & Permanency (CP&P). Please read these statements and policies carefully. If you have any questions please feel free to contact Leslie Fleischman at 973-530-3430.

## Calls to Staff

The Staff is committed to keeping you updated on your child's progress. Pick-up and drop-off are not appropriate times to speak with our child's teachers at length, as they need to be focused on the children in their room. If you need to speak with our child's teachers, please arrange a meeting time with them via email or call the EC office. We will make sure that the teachers receive the message. The teachers will return your call as soon as they are able. Please do not call staff at home or on their cell phones without their permission and please use discretion. If you need to provide the teacher with information during classroom hours, please call 970-530-3479 and we will get the information to the teacher on a timely basis.

## Parent-Teacher Conferences

Parent-teacher conferences are held formally twice per year unless you or your child's teacher feels more frequent conferences are appropriate. If you have a concern that you want to discuss with your child's teachers at other times during the year, please feel free to approach your child's teachers directly to set up an appointment.

## On-going Communications

In order to build relationships and to help your child through family transitions, it is important to keep us informed of any change in your child's life. Things that seem like "grown-up business" such as a parent's job change, can affect your child's behavior and adjustment at school. Please let us know through email, in person or a note when things come up.

## Transitioning

- Creating a regular transition routine with your child. Arrive on time to allow your child time to acclimate with the other children, read him/her a story, guide him/her to an activity that looks particularly engaging, give your child hugs and kisses, and promise to return at a specific time which is meaningful for the child (e.g. after lunch, after closing circle, etc.).
- Depart from the classroom efficiently (once you feel comfortable leaving and having said goodbye) without pausing for other conversations in the room or peeking through the window. If you would like updates on your child's progress during the day, let your child's teachers know. Remember that young children thrive on routine, and you are a strong influence in setting the tone for their day at the MetroWest EC School. The teachers are here to provide support and are available to work with the parents to ensure drop off and pickup progress smoothly.

The EC leadership and classroom teachers work in partnership with parents to support the whole family during the important transition to school. To whatever extent we can be helpful in this process, we hope you will seek us out and together we can formulate a plan for success.

**When your child goes to the Early Childhood School she or he is taking the first big step away from dependence on his or her parents. She or he may need your help in adjusting. You can help by:**

- Remaining calm and supportive during first days of school if your child clings to you, is aggressive and will not share, cries easily, feels ill or has trouble with bathroom accidents—even for a child who has already learned to use the toilet. Any of these can be symptoms of tension in a new situation and will disappear as your child gets used to the other children, the teacher, and the EC environment. Be empathetic, understanding and positive.
- Acting out the experience of going to our school with your child at home. Discuss in detail what she/he can expect. When she/he gets to school, let your child stand and observe – observing is taking part.

## Reasons for Dismissal

The Administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the JCC MetroWest EC requirements. Reasons for termination shall include (but not be limited to) the following:

- Any account delinquent for more than 30 days
- Three incidents of Late Tuition payment.
- If the parent or guardian refuses to complete and sign forms required for the entrance or the continued enrollment of their child.
- Refusal by the parent, guardian or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior.
- When a child is causing repeated harm to himself/herself or others due to dangerous or unsafe behavior.
- In the event the JCC MetroWest EC School is unable to meet the needs of the child and/or parents or guardians.
- Behavior of the parent/guardian or caregiver that may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward the JCC MetroWest Staff or others present at the Center. This behavior will not be tolerated by the JCC.
- A parent/guardian or caregiver who is observed physically touching or speaking to a child other than their own in a way deemed inappropriate. This type of behavior is unacceptable and will not be tolerated by the Metrowest EC.
- Unescorted arrivals and/or lack of parental supervision of children prior to classroom admittance and during pick-up.
- Refusal to comply with the policies and procedures outlined in the JCC MetroWest EC Family Handbook.

**Department of Children and Families  
Office of Licensing  
INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (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 [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the 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.

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

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

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

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

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

**Please sign and return form, below.**

Please complete and return this portion to the JCC MetroWest Early Childhood Department. Licensing requires that we keep on file a signed statement from each child's parent(s) indicating that they have received a copy of the JCC Early Childhood Handbook containing the Information to Parents statement, our expulsion policy and the list of communicable diseases prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

***I have read and received a copy of the JCC Early Childhood Parent Handbook containing the Information to Parents statement, our expulsion policy and the list of communicable diseases prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.***

(Please print)

Name of Child: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Please return to:** Stephanie Adams, Administrator

JCC MetroWest Early Childhood Department

760 Northfield Ave.

West Orange, NJ 07052

**Or:**

Email a signed and scanned copy of this form to Stephanie Adams at [Sadams@jccmetrowest.org](mailto:Sadams@jccmetrowest.org)

**Or:**

Sign and return this form to Stephanie Adams at her office in the *Sharon & Stephen Seiden Early Childhood Center* at JCC MetroWest.