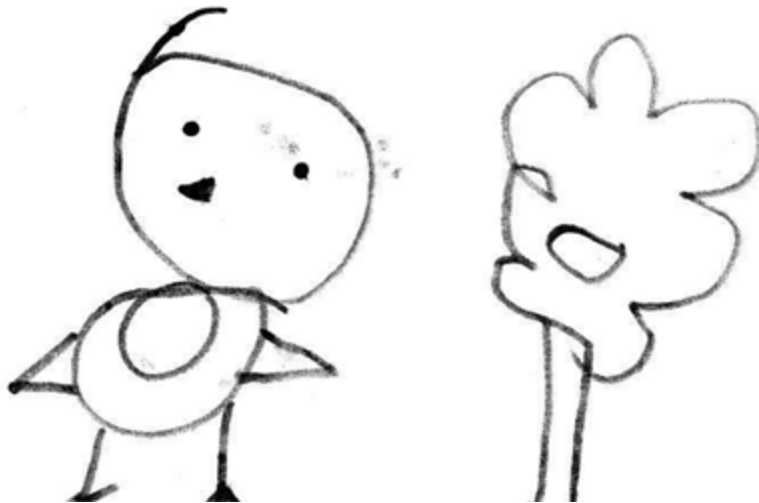


William Paterson University
Child Development Center
Family Handbook

She said, "I hope this is my nest!"



1800 Valley Road
Wayne, NJ 07470

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WILLIAM PATERSON UNIVERSITY

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Welcome

Dear Families,

Welcome to the William Paterson University Child Development Center. We look forward to sharing in the intellectual, physical, emotional, and social development of your child. Partnerships with families are an important aspect of our program and we encourage your input and involvement in our program.

Our Center is licensed by the State of New Jersey, Department of Children and Families. We are a part of The College of Education and work jointly with the faculty from the College of Education, Teacher Education; PreK-12. This Family Handbook serves as a guide and provides general information about the Child Development Center's program, policies, and procedures. Please discuss any questions regarding this handbook, your child's schedule, or the curriculum with the Director/designee or your child's teacher.

Thank you for choosing the WP Child Development Center. Together we can make this a great year for everyone. We look forward to getting to know your family and your child.

Sincerely,

The William Paterson University Child Development Center Staff

Drawing Inspiration from the Reggio Emilia Approach

The Child Development Center is committed to providing a high-quality program that is informed by developmentally appropriate practice. We believe that curriculum emerges from children, their interests and questions. Our staff intentionally listen and respond to children, developing a curriculum that is child centered, with opportunities for children to explore, investigate and respond. The carefully chosen curriculum is grounded in research, while addressing early childhood state standards.

Inspired Approach to Education and Learning

The Hundred Languages of Children

According to The Hundred Languages of Children, children use multiple ways to communicate, think, make discoveries, express themselves, play, and demonstrate their thoughts. Children are encouraged to communicate through their words, movements, drawings, structures, sculptures, photos and more.

Fundamental Principles and Approach to Learning

Inspired by the Reggio Emilia preschools, we focus on the image of the child, and view them as competent, capable, and filled with learning potential. Children are full of curiosity and wonder. We believe that each child is resilient, inquisitive and children are the protagonists, the researchers, and the constructors of their inquiry-based learning experiences.

Educators, including teachers, paraprofessionals, leadership team members and families are partners in children's learning experiences. Children's learning is ongoing, evolving and not limited to their time in the classroom. Our educators listen to and document children's ideas and facilitate and create environments offering materials that provide children with opportunities to investigate and explore their interests.

A Reggio Inspired environment is referred to as "the third teacher." The environment provides opportunities for children to explore, play, and learn through active engagement with carefully chosen materials and manipulatives. At the WP Child Development Center, we believe children should have ownership of the learning spaces, including the hallways, indoor and outdoor classrooms. The outdoor classroom space is valued and has as much learning potential as the indoor space.

About The Child Development Center

Our Philosophy

The Center strives to create and maintain a community in which children feel valued and are treated with respect. Our program is designed to provide each child with a secure, healthy, and nurturing environment. We understand that each child is special and respect each child's heritage. We encourage the development of ethnic pride, self-confidence, and the joy of learning. We are dedicated to forming strong and positive partnerships between families, children, and our staff members.

Children construct knowledge based on prior experiences. It is the teacher's role to facilitate learning through their interactions and questions while building on children's interests and development. We adhere to Developmentally Appropriate Practices as outlined by the National Association for the Education of Young Children (NAEYC). Our curriculum is aligned with the New Jersey Department of Education's Preschool Teaching and Learning Standards of Quality, Office of Preschool Education/Division of Early Childhood Services (<https://www.nj.gov/education/ece/guide/standards.pdf>).

We recognize that young children learn through active involvement and exploration and that learning is an ongoing process. Our teaching staff individualizes learning opportunities to encompass provocations. The staff provides activities that both challenge and encourage each child to grow and learn at his/her own pace. We provide a program that ensures positive growth in social, emotional, intellectual, language, creative, and physical development.

Mission Statement

The William Paterson University Child Development Center has been established to provide a physically and psychologically safe environment for children (ages 2 1/2 years to 6 years). The Center is open to children of William Paterson University faculty, staff, students, alumni and community.

The Child Development Center supports the development of the whole child, including the social, emotional, physical, intellectual, and literacy development. The Center values diversity and individuality. It recognizes the importance of developing and maintaining positive relationships with community members, families, and extended family members and seeks to establish active parent partnerships.

Vision Statement

The Child Development Center strives to be an exemplary developmentally and age-appropriate program for young children, ages 2 1/2 years to 6 years. Students, employees, faculty, alumni, community members, and parents work together to provide the best experiences for young children. The Center also strives to remain a leader in the field of early childhood focusing on high-quality teacher education and the mentoring process, family partnerships, action research, curriculum development, and authentic performance based assessment.

Program Goals and Objectives

- Implement an anti-bias, developmentally appropriate curriculum that builds on the children's interests and encourages active learning.
- Introduce children to skills and concepts including science, mathematics, social studies, language arts, music, art, technology, and dramatic play.
- Provide a balance of both teacher-facilitated and child-initiated activities.
- Support and encourage the cognitive, intellectual, social, emotional, physical, and language development of children.
- Provide a physically, socially, and emotionally safe environment for children.
- Meet the individual needs of children.
- Establish and maintain positive and collaborative partnerships with families.
- Form a University partnership and work jointly with other departments on campus.

Licensing

The Center is licensed by the State of New Jersey, Department of Children and Families, and Office of Licensing. Licensing is reviewed annually and renewed every three years. The current licensing manual is located in the Center's office and online at <https://www.nj.gov/dcf/providers/licensing/laws/FCCmanual.pdf>. You have the right to review the manual at any time.

Staff and Students

The Child Development Center maintains a ratio of one adult to eight children. The Director/designee and the teachers have training in child development and early childhood education, as well as administrative experience. All of the classroom teachers hold a New Jersey State Teaching License. Their qualifications meet the guidelines set forth by the State of New Jersey Department of Human Service and the Office of Licensing. They actively participate and facilitate Early Childhood workshops for professional growth and advancement.

The Center provides placement for clinical educators each semester. Students enrolled in the William Paterson University College of Education P-3 program may be assigned to the Child Development Center to complete Clinical Experience, Clinical Practice 1, and/or Clinical Practice II requirements. The Center also employs William Paterson University students to work for a specified number of hours each week through the Federal Work-Study program. Preference is given to students enrolled in education classes. All William Paterson University students are supervised by the teachers and Director/designee and receive mandatory training.

University Partnerships

The Center is an integral part of the College of Education and the University as a whole. It reflects and addresses the mission of the University and provides quality services to the University community. The Center collaborates with the Department of Teacher Education: PreK -12 and offers opportunities to faculty, staff, and students to conduct research. The Center is considered a model program, therefore observations by pre-service and experienced teachers, graduate students, principals, and early childhood education supervisors occasionally take place in our classrooms.

We take great pride in sharing our “best practices” with early childhood educators. William Paterson University faculty and Child Development Center leaders have published articles in various education journals and presented workshops, locally and nationally, highlighting our curriculum.

We collaborate with varying academic departments within the University. Both Undergraduate and Graduate University students may be assigned to our Center by their faculty advisor or instructor to complete a research or class project and/or complete a general or a specific observation. Past student assignment topics have included language samples and speech patterns, small and large motor skill development, play patterns and relationships, hand washing techniques (hygiene), and observing outdoor play. We do not ask parents to sign permission forms for general observations. Parents are asked to sign a permission form if a University student has an assignment that requires interacting with an individual child. Your child will only participate if you sign the required permission form. All observations are conducted in the classroom and under the supervision of a staff member of the Child Development Center.

Non-Discrimination Statement

The Child Development Center does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation, or disability. University policies and practices are consistent with federal and state laws pertaining to equal opportunity in admissions and education policies, and other school-administered programs.

Confidentiality

The Child Development Center adheres to the Family Education Right to Privacy Act. It is your right to have information regarding your child and family treated in a confidential manner. We will not disclose or exchange any information regarding your child without your written authorization.

Family Partnerships and Participation

We recognize that family members are a child's first teachers. One of our goals is to develop a healthy partnership that includes members of your family, your child, and our staff. Together, we will be able to help your child make a positive connection between home and school. We encourage family members to complete the entire registration packet. The home language survey informs our planning for curriculum and family events. We encourage you to participate in our program through parent meetings and family engagement events.

We also welcome informal involvement in our program. Please let the Director/designee or your child's teacher know if you or any member of your family would like to share a talent, read a story to the children, teach them a song/dance, or volunteer in any other way.

Family Meetings and Activities

Every September, the Child Development Center hosts an informative meet and greet session for families of children enrolled. Parents and/or guardians have the opportunity to meet

and talk with members of the current staff. The Director, Associate Director, Teachers and Paraprofessionals will be in attendance and able to answer any of your individual questions. Attendance at this meet and greet is recommended for both new and returning families.

Regular formal and informal parent meetings are held each year. We urge everyone to attend. In addition, the Child Development Center organizes several family-child activities throughout the academic year. Information will be posted on our website www.wpunj.edu/child-development.

Early Childhood Advisory Council

Our Early Childhood Advisory Council or "ECAC" is an advisory group of stakeholders including parents, CDC staff, community organizations, representatives from local school districts, university representatives, and representatives from local businesses and organizations interested in the education and welfare of children in the Child Development Center. Our Teacher Coach and or Social Services Coordinator organizes and schedules the meetings, facilitates the creation of a community needs assessment, takes notes and shares them with members, reports back to the director, and coordinates work with other university professionals and community agencies and providers.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled each year. The conferences take place during the months of November and May. Conferences give the teachers the opportunity to provide parents with information regarding their child's development and progress. Parent-teacher conferences also provide an opportunity for parents to share with us your child's interests and home activities. A parent or teacher may request additional conferences at any other time during the year. We feel that open, two-way communication is an essential part of our partnership with you.

Separation Issues

Some children adjust to new situations and environments sooner than other children do. It is not uncommon for children to feel anxious during their first days or weeks. When it is time for you to leave, it is very important that you do not sneak away from your child, but once you say goodbye to your child, it is best to leave. Feel free to call the Center to see how your child is adjusting. Refer to Appendix 1 for a list of important Center related phone and fax numbers. The staff is sensitive to the needs of children who are experiencing separation anxiety and will support your child accordingly.

Visiting Your Child

Once the children have settled in and understand both his or her routine and yours, we will begin to set up family engagements. Feel free to make arrangements with your child's teacher to join us for story time or lunch. Always remember to sign in when you arrive and to sign out when you leave. The Center looks forward to your visits, and welcomes your company. When dropping off, picking up, or visiting the classroom, remember that the staff is not responsible for younger or older siblings. It is your responsibility to watch them at all times. Please adhere to the following guidelines for visits:

- All visitors must sign in when they arrive and sign out when they leave.
- Speak to your child's teacher regarding the timing of your visit.
- When dropping off, picking up, or visiting the classroom, please remember that the staff is not responsible for younger or older siblings. It is your responsibility to watch them at all times.
- Our visitation policy is subject to temporary changes to reflect health and safety recommendations and guidelines by licensing, the local department of health, university protocols or CDC recommendations. Reach out to the center if you have any questions about current protocols.
- Taking photos or video of children other than your own is prohibited. Always be mindful of who may be in the backgrounds of photos. For security purposes we also ask that visitors do not take photos or videos of the interior of the Center.

Use of Social Media

In order to protect all of the children, families and staff of the William Paterson Child Development Center, the following policies apply to all families and staff.

- Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.
- Posting of photographs or videos of children other than your own is prohibited.
- Any breaches of the center's Policy on the Use of Technology and Social Media identified must be promptly reported to the Director.

The Child Development Center may post on the William Paterson University College of Education's Facebook and Instagram pages with center director's permission. Photos posted will not have children's names. All photos are approved by the director and inspected to ensure that none of the children included have the "NO PHOTO" option checked off in our photo release form. You may share public posts on your own social media.

Annual Program Survey and Evaluation

All families are asked to complete an online anonymous questionnaire annually. Your fulfillment of this request enables both the faculty and staff from the Child Development Center and the College of Education to evaluate and assess the effectiveness of the program, to make improvements as necessary, and to monitor how efficiently we are meeting departmental standards. Your cooperation is appreciated. We do read and use the information you provide to improve our services and monitor how effectively we are meeting our mission, goals, and your needs.

A parent who wishes to report or discuss a problem or concern regarding any aspect of the program can speak directly to a teacher. If the teacher is not able to address the concerns, the parent may request a meeting with the Director/designee. If at any time the parent does not feel that the Director/designee has addressed his/her concerns, the parent should contact the Dean of the College of Education. Refer to Appendix 1 for a list of important Center related phone numbers.

Daily Communication

We encourage families to check in with staff at drop off and pick up. Your child's teacher will have the day's planned activities and end of the day reflections posted to help you engage your child in conversations. Family notices will be located in the daily sign in book.

Program Information: Curriculum and Your Child's Day

Daily Schedule

Children feel safe and secure when they have consistency, as well as predictable patterns. Below is an example of a daily schedule. Individual classes may have a different order of activities to ensure adequate time in the outdoor learning areas but all classes have the daily components. Please note that any of the routines and activities listed with an asterisk (*) are explained in detail immediately following the daily schedule.

7:30-8:45 am..... Arrival Time for Extended Morning Hours
(Children will gather in multipurpose room)

8:45-9:00 am..... Arrival time/ Handwashing

9:00-9:20 am..... Circle Time *

9:20- 10:40 am..... Learning Center Activity Time*

10:40-10:50 am..... Clean Up time and Hand Washing

10:50-11:05 am..... Small Group Time*

11:05-11:50 pm..... Outdoor Activities (Weather permitting)

11:50-12:00 pm..... Hand washing/Toileting

12:00-12:30 pm..... Lunch

12:30-12:45 pm..... Story for all children

12:45pm.... Dismissal for half day children

12:45-1:15 pm..... Rest time for children under the age of five *

1:15-2:00 pm..... All additional centers are open

2:00-2:10 pm..... Clean-Up

2:10-2:40 pm..... Outdoor Play*

2:40-2:45 pm..... Hand Washing

2:45-2:55 pm..... Recall, Reflect, Motivate (large group)*

3:00-3:15 pm..... Dismissal

3:00-5:00 pm..... Center Activities for Extended Afternoon Hours
(Children will gather in multipurpose room)

Large Group Morning Meeting

Although we gather as a whole group several times throughout the day, class begins with a large group morning meeting for children to gain the experience of belonging to a classroom community. Morning meetings also give children the opportunity to practice many skills including taking turns, sharing, listening, and speaking to others.

Choice Time

Children have the freedom to select the interest areas in which they would like to work including Mathematics, Science, Dramatic Play, Library, Creative Art, Blocks, Technology, and Sensory centers. The materials and activities in the interest areas support the curriculum using developmentally appropriate and meaningful play experiences as guidelines while specific activities support the total development of each individual child.

We do not force children to rotate into each of the interest areas. Children are learning and developing critical skills, concepts, and decision-making techniques that are connected with their learning styles when they make their own choices. Staff members circulate and work with small groups of children during which time they ask questions to heighten and/or extend a child's curiosity and create learning opportunities. They are often invited by the children to join in their "play" activities.

Small Group Time

Individual teachers will work with small groups of children. Teachers will provide manipulative materials for children to explore and investigate. The teachers will ask open-ended questions that will prompt children to use high-level critical thinking skills and demonstrate their knowledge of mathematics, language, literacy, science, and other content areas using descriptive language as they engage in informal conversations.

Outdoor Time

Our classes go outside at least twice day in all kinds of weather unless there is an active advisory by the National Weather Service. We encourage families to send children dressed in layers as afternoon weather conditions are often different from the morning. Our outdoor space has two developmentally appropriate, certified play structures to encourage the children to run, climb, balance, slide and develop other large motor skills. There is also space for the children to use balls, ride tricycles, dig, and engage in other playful learning experiences.

When the weather is inclement, we utilize the multi-purpose room to provide opportunities to incorporate large muscle activities.

Lunch Time

Staff members sit with the children during lunch and engage in meaningful conversations. We use this opportunity to assist the children as they self-help skills. Please be certain that your child likes the selection of food you send for lunch because according to New Jersey Licensing Laws, the staff is not permitted to force a child to eat. Refer to Appendix 2 for a list of healthy food suggestions and nut-free center policy. Refer to Appendix 3 for USDA Meal Requirements.

Rest Time

The rest policy is based upon New Jersey State licensing requirements. All children under the age of four, who remain at the Child Development Center for four or more consecutive hours, are required to rest for 30 minutes. The four- and five-year-old children will participate in quiet tabletop activities and/or outdoor activities during rest time. Children are never told they must sleep; they are asked to rest. After 30 minutes, the “resters” that are awake are invited to join the group of children at the table. *Parents may request that their four-year-old child rest; however, we ask that this choice remains consistent to establish a healthy routine for the child.

Recall, Reflect, and Motivate: End of the Day Routine

The children gather for a large group meeting to interpret, describe, recall, reflect, and revisit the learning experiences that they had throughout the day. While the teachers moderate these conversations, they are identifying the children’s interests and guiding them through the process of preparing deeper experiences to expand on their learning and interests at home. Additionally, teachers use this time to motivate the children by sharing something that will be happening the next day, such as reading a favorite story or introducing a new activity.

Dismissal

Make every attempt to pick your child up on time. Young children do not fully understand the concept of time. Although the staff makes every effort to reassure them that you are on your way, as they see the other children being picked up, they become upset while waiting for a late guardian. It is important that you call and notify us if you are going to be late so that we may relay the message to your child.

Hand Washing and Toileting

We address the topic of proper hygiene habits and always have children wash their hands upon arrival, before participating in cooking activities, before lunch, after using the water table, and after playing outdoors. Your child will not be able to use the water table (indoor or outdoor) if there is a scab, sore, or open cut on the hands, wrists, or forearms.

All of our classrooms have age-appropriate, child-sized bathrooms. Children are always reminded to wash their hands after using the toilet. We do not schedule a “time” when children have to use the bathroom. We remind children frequently throughout the day, before and after eating lunch, going outside, and/or rest time. We realize that some children need a little more encouragement than others do and make every effort to support their individual needs. We recognize that very young children may occasionally have accidents. This is handled sensitively by our staff so that children will not feel embarrassed.

Some students may be in diapers or in the process of toilet training. We cannot use another child's diapers or wipes due to potential sensitivities. Families are required to provide all diapers and wipes needed. When a child is ready for toilet training, family and classroom staff collaborate to ensure that children receive consistency at home and school.

Toilet Training Policy

The following are signs that a child may be ready for toilet training:

- An understanding of the concept of cause and effect;
- An ability to communicate, including sign language;
- The physical ability to remain dry for up to two hours;
- An ability to sit on the toilet, to feel/understand the sense of elimination;
- A demonstrated interest in autonomous behavior.

<https://nrckids.org/cfoc/database/2.1.2.5> When a child demonstrates signs of readiness, classroom staff will work with the child's family to develop a toilet training plan that can be implemented consistently at home and at school. Our classrooms are equipped with child-sized toilets and sinks to promote independence. Families are asked to send all necessary supplies, including several sets of extra clothes, extra bedding and an extra pair of shoes (when possible).

Toilet training is individualized to meet the child's developmental needs and will be revised as needed. The training process is positive and children are never punished for having accidents or forced to go if they are not ready. An emphasis is placed on appropriate hand washing after using the toilet and children have frequent and unrestricted opportunities to use the toilet.

How Children Learn

Play is essential to children's healthy development and learning. Children can expand concepts, establish positive feelings, increase skills, learn to express themselves, and develop friendships through play. The developmentally appropriate materials and props in each of the interest areas are the tools children use throughout the day and enhance a child's natural ability to engage in role-playing and active learning.

The teachers do not provide models for children to copy. Children are encouraged to initiate and explore with the materials provided. Knowing their work is not going to be "judged" by others, children feel comfortable interacting with various forms and textures creating and constructing many projects simply for the pleasure of the process. As our children become more involved in their projects, they develop a positive sense of competence and accomplishment. Our classroom is a community of friends; it is a risk-free place for our mixed-age groups of children to help, support, and learn from one another.

In addition to adhering to guidelines from licensing and the New Jersey Department of Education Division of Early Childhood's requirements, our center's curriculum and policies are guided by the National Association for the Education of Young Children's position statements which can be found at <https://www.naeyc.org/resources/position-statements>.

Curriculum

The curriculum is carefully planned and implemented to build self-confidence, expand understanding of math and science concepts, teach responsibility, support language and literacy development, and increase motor skills. Our curriculum supports the development

of individual children through meaningful, engaging and developmentally appropriate activities aligned with the NJ Preschool Teaching and Learning Standards of Quality. There is a balance between both teacher facilitated and child-directed activities. Teachers are skilled in observing children and assess each child on an ongoing basis and know when the children are ready for more challenging activities. As children's interests emerge, new curriculum activities develop and may evolve into long-term projects that continue throughout the year.

The curriculum activities at the Child Development Center are based on the development of the whole child. They are aligned with the guidelines developed by the National Association for the Education of Young Children Developmentally Appropriate Practices and with the New Jersey Department of Education's Preschool Teaching and Learning Standards of Quality. As children participate in meaningful, hands-on tasks they are acquiring skills and knowledge that include but are not limited to the following:

Mathematics skills and processes include patterning, counting, seriating, matching, estimating, classifying, sorting, graphs, and measurement, and the recognition of numbers, shape, and quantity. Curriculum activities are aligned with the preschool standards of the National Council of Teachers of Mathematics and the National Association for the Education of Young Children.

Science knowledge and skills include observing, predicting, experimenting, caring for living and non-living things, discovery, and the use of scientific equipment. Pro-social behavior skills include cooperation, sharing, problem solving and taking turns.

Language and Literacy skills and processes include speaking, listening, retelling, comprehension, vocabulary, letters, associating pictures with environmental print words, and pre-emergent reading and writing skills. Curriculum activities are aligned with the position statement of the International Reading Association and the National Association for the Education of Young Children.

Small and Large Muscle Skills include the development and control of both small and large muscles, and understanding physical properties such as an awareness of space, coordination, strength, and endurance.

If you have questions about our curriculum or your child's learning or development you can speak with your child's teacher, the teacher coach/social services coordinator or the Director.

Exploring the Outdoors

Our curriculum is not limited to the classroom. When we go outside, we enjoy more than just our playground. We take advantage of the trails adjacent to and on campus and have picnic lunches when the weather permits. Remember that you are always welcome to join us.

Interest Areas

The classroom environment and arrangement of the interest areas create an atmosphere that encourages the social, emotional, physical, and cognitive development of the whole

child. The developmentally appropriate activities in each of the ten interest areas (Science, Mathematics, Library/Literacy, Creative Art, Sensory, Table Top, Blocks, Dramatic Play, Music and Movement, and Outdoors) are aligned with the New Jersey Department of Education's Preschool Teaching and Learning Standards of Quality (<https://www.nj.gov/education/ece/guide/standards.pdf>).

Creativity and Art Experiences

Children are encouraged to express themselves freely and creatively as they explore, experiment, and develop an aesthetic appreciation for art. While encouraging originality, the Child Development Center does not use dittos, workbooks, precut patterns, or coloring books that restrict and/or inhibit a child's creative process. We value the creative experience more than the end product.

Children are sensory learners. Interacting with art media (paint, collage, clay, markers, and crayons) provides opportunities to:

- Use language and develop a wide array of descriptive words
- Engage in social situations while working both independently and as a group
- Develop a sense of accomplishment
- Develop small and large muscle groups
- Explore cause and effect

Children and Technology

Our preschool and kindergarten classrooms are equipped with state-of-the-art interactive boards that staff use to enhance our learning experiences. The use of technology is aligned with the NJ Department of Education's guidance for Technology and Interactive Media in the Early Years and the joint position statement on the use of technology in early childhood issued by the National Association for the Education of Young Children and the Fred Rogers Center for Early Learning and Children's Media at Saint Vincent College. Technology tools may include interactive white boards, iPads and digital cameras and screen time is limited and restricted to creative and active applications.

- <https://www.nj.gov/education/ece/psguide/TechnologyGuidance.pdf>
- <https://www.naeyc.org/resources/topics/technology-and-media/preschoolers-and-kindergartners>

Child Assessment System

Our program utilizes Teaching Strategies GOLD, an authentic performance-based assessment system, to measure each individual child's growth and progress. Assessment is based on a developmental continuum and contains both informal and formal objective observations, children's anecdotes, work samples, and artifacts. Ongoing assessment reports are maintained in individual digital portfolios and measures the progress of the whole child (cognitive, social, emotional, physical, and literacy development). Your child's teacher will regularly share information about your child's development and in parent-teacher conferences. You are also encouraged to reach out any time you have any questions.

It is important to remember that children have individual learning styles and move through various stages of development at their own pace. Therefore, the assessment system used at the Child Development Center does not measure or compare a child with any other child in the classroom.

Policies and Procedures

Admission Policy and Required Paperwork

The William Paterson University Child Development Center accepts children and grandchildren from the families of students, staff, faculty, and alumni. Enrollment is also open to the general public. All required forms must be submitted no later than the child's first day of school each semester. No child may start attending the Child Development Center until the Director/designee has determined that the required paperwork, including physicals and immunization records, are complete. All medical records must be current; medical records may not lapse more than one year.

Contract Agreement

At the start of each new school year families will meet with the Director/designee to review the terms of their contract. The terms include the child's schedule, tuition rate, operating policies, and support of the program. Families may lose their privilege to have their child attend the Center if any of the following occur:

- Failure to submit the required paperwork and registration fee on time
- Repeatedly fails to make tuition payments according to the terms of their contract
- Repeatedly arrives early or fails to pick up their child at the scheduled time without having made prior arrangements with the Center.
- Refer to Appendix 7 for Expulsion Policy.

Tuition Payment Policy

Tuition rates vary according to enrollment status. All fees will be calculated at the time of each family's orientation, and the total annual commitment will be divided into ten equal payments. Payments must be made prior to the start of each month. Families enrolling with employee status will have two payment options. A late fee of \$25 will be charged for every week on outstanding accounts unless prior arrangements have been made.

If tuition is in arrears by a month or more families will be asked to make the outstanding payment in full before the child can return to the center. Payments must be up to date in order to re-register a child.

Withdrawal Policy

Parent(s)/guardian(s) who wish to withdraw their child from the Child Development Center must present written notification of withdrawal no less than two weeks in advance unless prior arrangements have been made with the Director/designee. No refund in tuition shall be made prior to the date of withdrawal. Any parent/guardian employed by the University withdrawing from college classes will no longer be eligible for student tuition rates.

Hours of Operation

The Child Development Center is open according to the academic calendar. The Child Development Center's hours of operation are Monday-Friday, 7:30-5:00. Families will receive an update lists of schedule closings that can also be found on our website.

Arrival and Departure

As part of our attendance policy, parents or designee are required to sign their child in and out of school each day. Sign-In sheets are located directly outside each classroom. The State of New Jersey Department of Children and Families requires a parent/guardian's complete signature for each child. Upon arrival and departure, please sign your child in and out, as well as read all notices attached to the sign-In sheet and on the parent message board located outside the classroom door. Place any items from home in your child's cubby. To ensure that the Center has a clear transfer of responsibility, please be sure that a staff member is fully aware of your child's arrival and departure each day. The sign-In book is the one place we ask that you do not allow your child to write.

Policy on Release of Children

The Center must be notified in advance if anyone other than a person specified on the pick-up list is going to pick up a child. If the staff does not know the person picking up your child, identification will be required. Any person picking up a child from the Center must be at least eighteen years of age. No child will be allowed to go home with anyone who appears to be impaired or under the influence of alcohol or drugs. A court order is required to prohibit a parent from visiting or picking up a child. Please submit a copy of the court order to the Center, which will be placed in your child's confidential file.

Drop-in Care Policy

At this time we do not offer a drop-in option. Please reach out to discuss any scheduling concerns or needs.

Absences and Lateness

Please notify the Child Development Center when your child is going to be absent and/or if you are going to be late picking up your child. You will be billed according to the agreed-upon drop-in rate and/or late fee. Payments for any and all late fees, early drop-offs, and pickups are due on the day of service. The Child Development Center cannot credit or allow families to make up time for a child that is absent due to illness or for any other reason.

Emergency Numbers & Schedules

The Center must be able to contact you at all times. Please be certain that the Center has your most recent emergency number. If we do not have the current phone number, it is difficult to notify you in the event of an emergency. We need to know if, and when, you change your cell phone and/or landline number. We also need a current list of the individuals that are allowed to pick up your child. These individuals must produce photo identification if we do not know them.

Emergency Plans and Procedures

The Child Development Center has worked together with the University Police/Department of Public Safety and the University Fire and Safety Inspector in order to develop and implement a proactive plan for each type of emergency. If you are present during a fire drill or in the event that there is an actual fire, you need to follow the instructions given by the staff. You may not re-enter the building until we have been instructed by the University Police/Public Safety or University Fire and Safety Inspector. Our evacuation routes for fire drills (and all other emergencies) are posted on each classroom door. In the event of a natural disaster, chemical spill, or bomb threat, all children will be evacuated to a designated area or relocation facility. Families will be called with pick-up instructions. The University Police will assist in the evacuation. In the case of medical or dental emergencies, the University Police will escort the child (with a CDC staff member present) to the emergency facility providing the University Police have access to a child's car seat. If the University Police deem otherwise, an ambulance will be called for transportation.

Weather and Emergency Closings

The Child Development Center will close for inclement weather whenever the University is closed. William Paterson University utilizes Rave Mobile Safety as our Emergency Notification System. Rave Mobile is SAFETY Act certified by the Department of Homeland Security. It consists of two platforms – Rave Alert and the RAVE Guardian App.

- Rave Alert is the notification system. It is an opt-in system which will be used to deploy voice, text, email and social media alerts for emergencies such as weather, natural or man-made disasters, Clery Act notifications, travel disruptions, a bear/coyote sighting or other University designated emergencies.
- To enroll & receive RAVE Alerts please visit:
<https://wpconnect.wpunj.edu/university/cellphone/default.cfm>

The closings are announced by the University Emergency System. University community members who sign up for the Emergency Notification Service or Connect-Ed will receive notifications regarding University's closings or delayed openings. Notice will be sent to phone numbers and e-mail addresses that are registered in that system. Employees, students, and alumni family members are encouraged to sign up via WP Connect or the University Portal. If you do not register for the Emergency Notification System, you should call 973-720-2475 for a recorded message regarding University operations. For instructions on how to set up emergency notifications/alerts and the RAVE Guardian applications, refer to https://itwiki.wpunj.edu/index.php/Emergency_Notifications.

University Emergency Number is **973-720-2475**. A recorded message regarding the status of University operations will be posted. Status includes cancelled classes, closings, delayed openings or early releases.

Pet Policy

At this time we will not have class pets. Any family pet visiting the Center as part of a special activity must have documentation from a veterinarian or animal shelter showing that the animal is fully immunized and that the animal is suitable for contact with children. You must notify the Center in advance and family members will be responsible for the actions of their pets.

Toys from Home

Please do not allow your child to bring toys from home. If your child stays at the Child Development Center for rest time, they are permitted to bring a small plush item to rest with, which will be stored with your child's rest items. Please be certain that the item is labeled.

Appropriate Clothing and Extra Clothes

Children benefit from the opportunity to engage in active outdoor play. Weather permitting, we go outside every day, unless it is thundering and/or lightning, extremely cold, or extremely hot. Water and/or cool liquids will be available for all children at any time when children are outdoors on warm/hot days. We ask that you apply sunscreen and insect repellent to your child before they come to school in the fall and late spring for the health and safety of your child. Refer to Appendix 6 for a list of sunscreen suggestions and

the permission form. Children will remain indoors if we determine that the outdoor temperature, wind, humidity, and hot/cold weather conditions can compromise the children's health and welfare. If weather conditions prohibit outdoor play, the children will participate in gross motor play using the Center's multipurpose room. Families are asked to send children to school in appropriate cold-weather clothes (i.e., boots, mittens, hat, snow pants, coat, etc.) every day during the winter months and appropriate rain clothes (raincoat, rain boots, and umbrella) on rainy days. Rain and snow boots/coats are essential! We believe children should have opportunities to jump in puddles, dance in the snow, and explore and investigate the properties of water and mud. Rain boots will be stored in the classroom.

Please dress your child in comfortable play clothes that do not restrict movement during activities. If your child wants to wear a dress, please consider including shorts or pants underneath the dress as part of the outfit.

Sneakers and socks are the recommended footwear for your child to participate in outdoor play including the playground, tricycles, and short walks around the campus. Improper school-related footwear, such as flip-flops, sandals, party shoes, pointed-toe boots, and heels are discouraged as they may cause unnecessary injury and accidents at school.

The Child Development Center is a place where children will have numerous opportunities to get messy and accidents do happen. Your child will need to have a full set of extra clothes that are clearly labeled with his/her name on each item. Extra clothing items should include a shirt, pants, underpants, socks, and footwear,(when possible). Be sure to replace the items that your child uses. Extra clothing is stored in individual containers located in the classroom.

Nut-Free Center Tree Nuts/Peanut Allergies

We understand that many children love peanut butter and jelly sandwiches but tree nuts and peanut products are not permitted at the Child Development Center. Exposure to these products may be fatal or have severe health effects for children allergic to these products. We must take every opportunity to ensure the safety of children. When sitting with children the teachers will scan the contents of each child's lunch container, foods containing nut products, and or traces of nuts will be removed.

Lunch Policy

Families are required to provide healthy nutritious lunches for their children. Please do not send glass bottles, gum, candy, soda, or non-nutritious items. These foods will remain unopened and will be sent home at the end of the day. Any uneaten lunch will be sent home in your child's lunchbox so you will know just how much your child has eaten each day. Refer to Appendix 2 for a list of lunch suggestions. All foods and beverages must be clearly labeled with your child's name. Please alert your child's teacher/paraprofessional if any of your child's food or beverages need to be refrigerated.

If your child has special dietary restrictions or food allergies, please notify the Director/designee immediately. Your child's physician must complete the medical plan of action. The information must also be provided on the Universal Health form that clearly specifies what your child is allergic to, and includes any restrictions or modifications that the staff must follow.

Rest Time

The rest policy is based upon New Jersey State licensing requirements. All children under the age of four, who remain at the Child Development Center for four or more consecutive hours, are required to rest for 30 minutes. Children that are awake after 30 minutes are invited to join the group of children at the table. *Parents may request that their four-year-old child rest. However, we ask that this choice remains consistent to establish a healthy routine for the child. Cots are supplied for each individual child. Families are responsible for providing a small blanket, crib-sized sheet, and a small pillow that are clearly labeled with the child's name. The Center cannot accommodate oversized blankets and pillows. In compliance with licensing regulations, your child's bedding will be sent home for laundering at the end of each week and freshly laundered bedding must be returned at the start of each week. * Notify your child's teacher if you have an extenuating circumstance that precludes you from being able to launder your child's bedding at home.

Birthdays and Holidays

For some, a child's birthday is a special occasion for the family and the classroom community. If you wish to send a special treat, please arrange this ahead of time with your child's teacher. Refer to Appendix 2 for acceptable food items.

Children from many cultural backgrounds attend the Child Development Center and as a result, we do not celebrate any holidays. However, we do acknowledge family celebrations and invite you to share a family tradition, such as a special song or dance, story, art activity, or cooking.

*We look for creative ways aligned to our curriculum to celebrate around the holidays. For instance, the CDC may sponsor a Fall Harvest festival or dress as your favorite story book character trunk-or-treat in place of Halloween.

Illness and Communicable Disease Policy

The Child Development Center reserves the right to request immediate pick-up of ill children to protect the health of all children and staff. Please do not bring your child to school if he or she is sick. We must be able to reach parents/guardians at all times. This policy is based upon New Jersey State licensing requirements and is discussed with each family during their orientation meeting with the Director/designee. Refer to Appendix 4 for a complete list of excludable illnesses and diseases. A family member will be notified if your child becomes sick while at the Center. Your child will remain in the office area with a staff member until he/she is picked up.

**The exclusion criteria may change based on licensing guidelines and the recommendations of the local health department. You will be notified of any changes to our policy.

Medication Policy

All prescription and/or over-the-counter medications require physician's order and are to be administered by the nurse or designated staff member trained in medication administration. If there is no physician's order, you can come to the Center and administer medication if necessary. If your child requires a medication, it should be clearly labeled and handed directly to a staff member. Medications may not be stored in children's backpacks or cubbies.

Medical and Dental Injuries at School

Every effort is made to ensure the safety of all children. If your child has a minor "band-aid" scratch or bruise, the staff will provide an accident/injury report and report it to you at the end of the day at pick-up. If the injury is serious or involves the head, neck or face, you will be notified by phone. If the opinion of the Child Development Center staff on duty deems that the injury warrants emergency treatment, an ambulance will be called and your child will be taken to the nearest medical facility. You will be notified immediately. Parents will be responsible for any costs incurred from to any emergency treatment.

Discipline Policy

The Child Development Center's approach to discipline requires positive and developmentally appropriate techniques that ensure a child's physical and psychological safety.

- The Child Development Center uses a variety of positive guidance techniques including problem-solving, cooperation, making choices, and redirecting behavior in a positive manner. The discipline policy is aimed at helping children develop and internalize a sense of autonomy, self-control, and cooperative behavior. Employees speak to children at their eye level and actively listen to both their verbal and non-verbal messages. We model appropriate behavior and set an example for children to follow. Under each employee's guidance, children learn to solve their conflicts and disagreements.
- The classroom rules and consequences are always age-appropriate, definable, enforceable, and consistent. We focus on the behavior, not the child. We validate children's positive behavior, promote confidence in their ability, and may ignore a child's negative behavior if it is considered not to be harmful to themselves or others.
- Time outs are not used at the Child Development Center, but at times we may find it necessary to remove a child from a situation to ensure the safety of all the children. If this occurs, a staff member will remove the child from only that particular area of the classroom and remain in the classroom with the child, redirecting the child until he/she has regained his or her self-control. When the child feels in control he/she may return to all areas of the room.
- The Child Development Center's discipline policy does not permit hitting, abusive language, or ridicule. Discipline will not be associated with withholding outdoor activities, food, rest, or emotional response.
- Food will not be used as an incentive or reward for positive behavior.
- Children will never be isolated without supervision.

Discipline Techniques include:

Focusing on Behavior: "Blocks are for building, not for throwing."

Problem Solving: "What do you think might happen if we run inside the classroom?"

Redirection: "I see you are having a difficult time playing in the block area right now. Let's find another area to play in together. Then, when you feel that you are ready to remember the rules, you can go back and play with the blocks again."

Validating Positive Behavior: "I see you remembered to put your lunch box away."

Making Choices: "You have a choice; you can eat your apple or you can eat your grapes."

Licensing Requirement: Information to Parents (pg 1 of 2)

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 Bureau of Licensing in the Division of Child Protection and Permanency (CP&P). 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 Bureau of Licensing in the New Jersey Division of Children and Family Services. A copy of our current license must be posted in a prominent location at our 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; family/community participation; administrative and record-keeping requirements; and others.

Our Center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order payable to the "Treasurer, State of New Jersey," and mailing it to the Bureau of Licensing, Division of Children and Family Services, Licensing Publication Fees, PO Box 18500, Newark, New Jersey 07191.

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 standards, you are entitled to report them to the Bureau of Licensing at (609) 292-1021. 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 parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the Center.

Our Center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Parents are entitled to review the Center's copy of the Bureau of Licensing's Inspection/Violation Reports on the Center, which are issued after every State licensing inspection of our Center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the Center during the current licensing period. Let us know if you wish to review them and we will make them available for your review. Our Center must cooperate with all CP&P inspections/investigations. Additionally, the CP&P staff may interview both staff members and children.

Licensing Requirement: Information to Parents (pg 2 of 2)

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

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

Our Center must offer parents of enrolled children ample opportunity 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 interests with the Center Director/designee, 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/designee 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.

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 Division of Children and Family Services' Office of Child Abuse Control, toll-free at (877) 792-8610, or to the Child Protection and Permanency Child Abuse/Neglect Hotline (877) NJ ABUSE. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Children and Family Services, PO Box 717, Trenton, New Jersey 08625-0717.

Our center is required to maintain and update, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents or provide parents with the CPSC website at www.cpsc.gov/Recalls.

Our center is required to provide reasonable accommodations for children and 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.), and indicate that 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 or (800) 514-0383 (TTY)

Appendix 1

Important Child Development Center Contact Information

Amy Ginsberg, Dean, College of Education 973-720-2594
ginsberga3@wpunj.edu

Child Development Center

Cindy Genarelli, Director 973-720-2529
gennarellic@wpunj.edu

Ronni Mendez, Associate Director & Preschool Instructional Coach 973-720-4004
mendezr13@wpunj.edu

Jorrdin Miller, Office Administrator973-720-3589
millerj108@wpunj.edu

William Paterson University

Main Number.973-720-2000

University Police/Public Safety973-720-2300

NJ Department of Children and Families

Office of Licensing.....1-877-667-9845

Child Abuse Hotline.....1-800-792-8610

Websites

William Paterson University Home Pagewww.wpunj.edu

William Paterson University Child Development Center.....www.wpunj.edu/child-development

New Jersey Department of Education.....www.state.nj.us/education

NJ Department of Children and Families,

Office of Licensinghttps://www.nj.gov/dcf/about/divisions/ol/

National Association for the Education of Young Children www.naeyc.org

Food Guidelines

Please adhere to the following guidelines:

1. For special occasions such as birthdays or cultural activities, perishable food brought from home to be shared with other children must be store-bought and in its original package. Baked goods may be made at home if they are fully cooked, and were made with freshly purchased ingredients. You must read the contents and be certain the product used is tree nut-free. There must be enough for all children in the child's group.
2. Round firm foods that might lodge in the throat of a child less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, nuts, popcorn, raw peas, chunks of raw carrots, hard pretzels, meat larger than can be swallowed whole, or hard candy.
3. All food brought from home must be nutritious. Please do not send glass bottles, gum, candy, soda, or "junk food" items. Snack foods such as chips, ring dings, etc., may not be brought in. These foods will remain unopened and will be sent home at the end of the day.
4. Lunch brought from home should be nutritious and well-balanced. An insulated lunch container with a thermos is preferred. We also have a microwave for heating foods and a refrigerator for keeping drinks cold.
5. USDA recommends $\frac{3}{4}$ cup milk, 1 serving of lean meat, fish or poultry or cheese or protein, 2 fruits and/or vegetables, and $\frac{1}{2}$ slice of bread or starch alternative.

Sample Lunches:

- Turkey & cheese sandwich on whole-wheat bread with tomato and lettuce; orange wedge; milk; oatmeal cookie.
 - Rice with beans or chicken; steamed carrot sticks and cucumber slices; apple; oatmeal cookie.
 - 6 oz container of yogurt with fruit; banana; wheat crackers; 100% strength juice
 - Tortilla with cheese; tomato wedges; fruit salad cup; milk.
6. Foods that are not nutritious will not be served. Please see the Director/designee if you need assistance in planning appropriate lunches for your child.

Nut-Free Center Tree Nuts/Peanut Allergies

We understand that many children love peanut butter and jelly sandwiches but tree nuts and peanut products are not permitted at the Child Development Center. Exposure to these products may be fatal or have severe health effects for children allergic to these products. We must take every opportunity to ensure the safety of children.

USDA Meal Guidelines

Required for scoring *Environment Rating Scales* as of October 1, 2017
From Child and Adult Meal Patterns (<https://www.fns.usda.gov>)

Breakfast

	1-2 years	3-5 years	6-12 years
Milk	½ cup	¾ cup	1 cup
Vegetables, fruit or both	¾ cup	½ cup	½ cup
Grains*	½ oz eq	½ oz eq	1 oz eq

*Meat and meat alternatives may be used to substitute the entire grains component a maximum of 3 times a week. Oz eq= ounce equivalent

Lunch or Supper

	1-2 years	3-5 years	6-12 years
Milk	½ cup	¾ cup	1 cup
Meat or meat alternatives	1oz	1 oz	2 oz
Vegetables	1/8 cup	1/4 cup	½ cup
Fruit*	1/8 cup	1/4 cup	¼ cup
Grains	½ oz eq	½ oz eq	1 oz eq

Oz eq= ounce equivalent

*Two different vegetables may be served instead of a vegetable and a fruit.

Snack (Select 2 of the 5 components)

	1-2 years	3-5 years	6-12 years
Milk	½ cup	½ cup	1 cup
Meat or meat alternatives	½ oz	½ oz	1 oz
Vegetables	½ cup	½ cup	¾ cup
Fruit	½ cup	½ cup	¾ cup
Grains*	½ oz eq	½ oz eq	1 oz eq

Oz eq= ounce equivalent

All amounts are the minimum portions to be served, not the maximum • Juice is limited to once per day, and must be full strength • One serving per day must be whole grains • Grain-based desserts no longer count as grains component • Tofu counts as a meat alternative • Unflavored whole milk required for 1 year olds; unflavored low fat or fat-free milk required for 2-5 years, flavored milk allowed for children 6 and older • Yogurt must contain no more than 23 grams of sugar in 6 oz.; breakfast cereals no more than 6 grams sugar per oz.

Appendix 4

Policy on the Management of Communicable Diseases

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 or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

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

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

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

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

Appendix 5

Enrollment Options

Registration is by semester. Children must enroll for a minimum of four days from 9:00 am to 3:00 pm. Extended AM (7:30-9:00) and extended PM (3:00-5:00) options are available for an additional fee. At this time we are not offering a drop-in option. Hours are extended to 5:00 in the summer on days when the University shifts to the 4 day summer work schedule.

Hours of Operation

7:30 am – 8:45 am	Extended AM, optional for additional fee	Register in advance for regular schedule that meets family's needs
9:00 am – 3:15 pm	Instructional day	Schedule must be consistent unless prior arrangements have been made
3:00 pm – 5:00 pm	Extended PM, optional for additional fee	Register in advance for regular schedule that meets family's needs

Appendix 6:

Protecting Children from the Sun

It is important that you take proper precautions to make sure your child is protected from the sun's harmful rays. The sun produces invisible rays: ultraviolet A (UVA) and ultraviolet B (UVB). There are many steps that you can take to minimize the harmful effects of the sun. Using sunscreens and sun-protective clothing can reduce your child's risk of skin damage later in life.

SUNSCREEN

Sunscreen provides protection from the sun's harmful rays. The higher the SPF, the higher the protection, yet no sunscreen totally blocks the sun's rays.

To minimize damage:

- Use water-resistant sunscreens that help protect skin from both UVA and UVB rays and that have SPF 15 or higher.
- Apply sunscreen liberally (at least one large handful) for about 30 minutes before being exposed to the sun.
- Even if your sunscreen is sweat proof or waterproof always reapply after swimming, toweling, or after heavy perspiration.
- Apply sunscreen to your children before sending them to school or camp and talk with teachers and camp counselors about reapplying sunscreens after children play hard perspire or swim.
- Remember to apply sunscreen to children's skin even when they are under a beach umbrella or in a shaded area. The sun's rays can reflect off surrounding concrete or sand.

Other things to remember:

- Small children should always be kept in the shade.
- Avoid the sun between 10 AM and 3 PM.
- Stay in the shade as much as possible.
- Good protection is provided by light clothes and a hat.
- Don't forget sunglasses to protect your child's eyes.
- Children should use sunscreen with a high SPF.
- Re-apply sunscreen several times during the day.
- Remember that even when it is cloudy, 30 to 50 percent of the ultraviolet rays can still reach us, depending on how overcast the weather is
- Check the expiration date on your sunscreen. Old sunscreen may not be effective against the sun's rays.

Sun Block Policy

The staff makes every effort to protect children from sunburn. Parents should apply sunscreen every morning, prior to arriving at school. Please dress your child in appropriate clothing, to block harmful sun rays (sunhat, light-colored clothing, etc.). There may be times that the teaching staff may feel it is necessary to apply additional sunscreen to any other areas exposed to the sun. Each child's parent/guardian is responsible for providing sunscreen for staff to apply to him/her. Sunscreen must be clearly labeled with your child's name and returned with the permission slip attached. Staff members applying sunscreen will wear vinyl gloves and will wear new gloves before applying sunscreen to another child.

_____ I give my permission for a staff member from the CDC to apply sunscreen to my child.

_____ I have provided the CDC with sunscreen to use for my child. My child's name is printed clearly on the label of the sunscreen.

_ Name of child

_ Date

—
Name of Parent or Guardian (print)

—
Parent/Guardian signature

Expulsion Policy

NAME OF CENTER: William Paterson University Child Development Center

NAME OF CHILD: _____

SIGNATURE OF GUARDIAN: _____

Date: _____

Unfortunately, sometimes there are reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know that 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 terminate or suspend a child from this center:

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- ✓ Failure of the parent to pay/habitual lateness in payments. Failure to meet tuition payments will result in temporary suspension on the child until payment has been made if prior arrangements have been not been made with CDC Director/designee.
- ✓ Failure to complete required forms or providing a copy of the child's current medical and immunization records
- ✓ Habitual tardiness when picking up your child
- ✓ Physical or verbal abuse, disruptive, inappropriate behavior to staff, other parents, or children at the center
- ✓ Not meeting the terms of the policies and procedures listed in the family handbook.

CHILD'S ACTIONS FOR EXPULSION

- ✓ Failure of a child to adjust after a reasonable amount of time
- ✓ Uncontrollable tantrums/angry outbursts
- ✓ Ongoing physical or verbal abuse to staff or other children
- ✓ Excessive biting

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER NOT TO EXPEL A CHILD

- | | |
|--|---|
| • Staff will try to redirect the child from negative behavior | • Staff will always use positive methods and language while disciplining children |
| • Staff will reassess classroom environment, appropriate activities, and supervision | • Staff will praise appropriate behaviors |
| • Child's disruptive behavior will be documented and maintained in confidentiality | • Staff will apply consequences for rules consistently |
| • Note(s) and or verbal communication made to parent/guardian describing behaviors in detail | |
| • Parent/guardian conferences | • Literature sent home to parent/guardian regarding behaviors |
| • Written family/Center action plan | • Recommendation of evaluation by local school district child study team |
| • Recommendation for evaluation by professional consultation on the premises | • Parent/Guardian call to pick up the child |

Schedule of Expulsion

If the remedial actions above 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 come to an agreement with the center. The parent/guardian will be informed regarding:

- The length of the expulsion period
- Expected behavior changes are required in order for the child or parent to return to the center
- A specific expulsion date that allows the parent an adequate amount of time to seek alternative child care. (approximately one to two weeks' notice depending on the other children's safety)
- If expulsion is the result of parent inappropriateness, the expulsion will be immediate

A CHILD WILL NOT BE EXPELLED

- On the basis that a child's parent(s)/guardian(s):
- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
- Reported abuse or neglect occurring at the center (1-800-792-8610)
- Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements, unless the expulsion is the result of parent inappropriateness.

