



Receipt of Parent Handbook

I/We, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Shady Lane Child Development Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein.

In addition, I/We acknowledge that I/We have read and received a copy of the following information/policies within the handbook:

- Information to Parents Document (4.1)
- Policy on the Release of Children (15.1)
- Positive Guidance & Discipline Policy (20)
- Policy of the Methods of Parental Notification (19.9)
- Policy on Communicable Disease Management (25.5)
- Expulsion Policy (11.4)
- Policy on the Use of Technology & Social Media (19.8)

Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We have attended a Tour/ Orientation, which covered the policies contained in the Parent Handbook.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Shady Lane Child Development Center and the parents. Shady Lane Child Development Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

UNIVERSAL

Endorsed by: *New Jersey Academy of Family Physicians American*

Academy of Pediatrics, New Jersey Chapter

CHILD HEALTH RECORD

New Jersey Department of Health and Senior Services



Receipt of Discipline Policy

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, with this informational statement. The statement highlights our center's discipline policy.

Please read this statement carefully and, if you have any questions, feel free to contact me at 1.856.224.8701.

Sincerely,

Kelly Baker

Administrator

Please complete and return this portion to the center. (Please Print)

Name of Child: _____

Name of Parent/Guardian(s): _____

I have read and received a copy of the Discipline Policy.

Parent/Guardian Signature: _____ Date: _____

SHADY LANE CHILD DEVELOPMENT CENTER

GUIDELINES FOR POSITIVE DISCIPLINE

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

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

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

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

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.



Receipt of Information to Parents Document

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, with this informational statement: The Department of Children & Families; Office of Licensing Information to Parents Document.

Please read this statement carefully and, if you have any questions, feel free to contact me at 1.856.224.8701.

Sincerely,

Kelly Baker

Administrator

Please complete and return this portion to the center. (Please Print)

Name of Child: _____

Name of Parent/Guardian(s): _____

I have read and received a copy of the Department of Children & Families; Office of Licensing; Information to Parents Document.

Parent/Guardian Signature: _____ Date: _____

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. 3A:52)*, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> 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 available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.

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 <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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



NATURE TRAIL PERMISSION SLIP

I, _____, the parent(s)/ legal guardian(s) of
_____, hereby give permission to Shady Lane
Child Development Center for my child to participate in taking walks on the Na-
ture Trail behind the Shady Lane Child Development Center.

Comments or Exceptions:

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____



Sunscreen Permission Slip

My child, _____, may have sunscreen applied to exposed skin areas before going outside on warm sunny days.

I will provide a sunscreen with a sun protection factor (SPF) of 15 or more (without Paba is recommended, Paba gives some children blotchy rashes.)

I will mark my child's name on his/her sunscreen container with a permanent marker.

Additional Instructions or comments:

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____



PHOTO RELEASE FORM

From time to time, Shady Lane Child Development Center will use photographs of children involved in school activities for advertising and/or promotional purposes or for use on our website (www.gcianj.com) or in local newspaper publications. Many parents are delighted with idea of their child(ren) being involved. However, we do in fact need your authorization to use any photographs of your child(ren) for the above stated purposes.

By signing below you hereby grant Shady Lane Child Development Center permission to use photographs of your child(ren) for the above stated purposes.

Date: _____

Child's Name(s): _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____