



## Christian Nurturing Center

*A Community Mission Program of  
The Neshanic Reformed Church*

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[www.christiannurturingcenter.org](http://www.christiannurturingcenter.org)

## The Christian Nurturing Center

A state licensed nursery school sponsored by  
The Neshanic Reformed Church

### Parent Handbook

Effective Date: September 1, 2019

#### **MISSION STATEMENT:**

The mission of The Christian Nurturing Center is to provide a Christian environment where children will have the opportunity to learn and practice social and developmental skills through games, crafts, music, literature, free play and age appropriate educational lessons. We hope the children will come to realize the importance of God and worship in their lives.

# OVERVIEW OF STATE OF NEW JERSEY CHILD-CARE CENTER RULES AND REGULATIONS:

As a New Jersey licensed child-care center, the Christian Nurturing Center must follow all requirements pursuant to the Child Care Center Licensing Law, N.J.A.C. 3A.52. Please refer to Chapter 52, Manual of Requirements for Child Care Centers as published by the State of New Jersey, Department of Children and Families, Office of Licensing (herein referred to as “Manual”). Copies of the Manual can be obtained by accessing the following web site: <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf>

The following information is provided herein and is expected to be reviewed by all parents of children enrolled in the Christian Nurturing Center:

1. Department of Children and Families/Office of Licensing: Information to Parents
2. Policy on the Release of Children
3. Positive Guidance and Discipline Policy
4. Policy on Methods of Parental Notification
5. Policy on Communicable Disease Management
6. Policy regarding the Administration of Medication; Health Forms and Immunization Requirements; Management of Head Lice
7. Expulsion Policy
8. Policy on the Use of Technology and Social Media
9. Center Operations, Policies and Procedures

***I have read and received a copy of the information/policies listed above.***

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***Child's Name***

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***Parent/Guardian's Name (Please Print)***

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***Signature/Date***

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***Parent/Guardian's Name (Please Print)***

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***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](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/](http://www.state.nj.us/dcf/)

## **Christian Nurturing Center**

### **POLICY ON THE RELEASE OF CHILDREN:**

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

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. It is a parent's responsibility to ensure the center has the most recent court order on file and is advised if changes are made within 24 hours of filing updates.

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

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

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

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

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

## **Christian Nurturing Center**

### **POSITIVE GUIDANCE AND DISCIPLINE POLICY**

Children under the age of five are the most independent, most inquisitive, most imaginative, believing and the most in need of nurturing and loving guidance. The “rule” for behavior at The Christian Nurturing Center for Early Education is to “respect yourself and others: and “to love each other as Jesus taught us.” The Christian Nurturing Center staff will encourage the simple forms of respect such as saying “please”, “thank you,” “excuse me”, and the very important “I’m sorry”.

#### **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 and 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
- 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.

## **Christian Nurturing Center**

### **POLICY ON METHODS OF PARENTAL NOTIFICATION**

#### **NOTIFICATION POLICY RELATED TO CLASSROOM AND CENTER ACTIVITIES**

**Classroom Activities:** A bi-monthly email will be sent to parents from your child's teacher including a summary of current classroom activities, reminders for upcoming events, and a monthly calendar including the snack assignments and class curriculum topics.

**Center Activities:** A monthly email will be sent to parents from the Center's Director providing a summary of upcoming events and important reminders. This information will also be posted to the center's website and updated monthly: [www.christiannurturingcenter.org](http://www.christiannurturingcenter.org)

#### **NOTIFICATION POLICY RELATED TO INJURY TO A CHILD WHILE IN THE CENTER'S CARE**

The center shall **immediately** notify the parent's verbally (and maintain a record on file) when one of the following occurs while the child is in care:

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs

The center shall notify the parent verbally by the end of the day (and maintain a record on file) for bites and injuries other than those specified wherein immediate notification is required. The center will provide a written incident report by the end of the next operating day.

#### **NOTIFICATION POLICY REGARDING COMMUNICABLE DISEASE:**

Parents will be notified in writing if another child in the classroom has been positively diagnosed with a communicable disease listed in the Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide: [www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf) set forth by the Department of Health and Senior Services.

#### **NOTIFICATION OF WEATHER RELATED SCHOOL CLOSINGS AND DELAYED OPENINGS:**

Given the Christian Nurturing Center is located in Hillsborough Township we will follow the Hillsborough school district's decisions in regards to weather and emergency related closings and/or delays. There may be other days that Hillsborough Township schools do not close; however, our preschool may be recommended to close by the CNC Board, CNC staff and/or Township officials to keep our children and staff safe. **Notifications of delays, closings and early dismissals will be made via email to all parents and through the school's website: [www.christiannurturingcenter.org](http://www.christiannurturingcenter.org).**

#### **NOTIFICATION OF COMMUNITY EMERGENCIES AND SITE EVACUATIONS:**

In the event of a "Red Alert", meaning an unsafe situation is occurring in the local area outside of the school facility during school hours, emergency procedures will be implemented and parents will be notified via email that the school has been placed in a lock down situation and the recommended course of action. Local emergency management officials will also initiate the Swift alert notification protocol.

In the event of the occurrence of an emergency requiring the CNC site to be evacuated, parents will be notified via email and/text that children have been evacuated to a designated safe meeting site and recommended course of action. . Local emergency management officials will also initiate the Swift alert notification protocol.

**Christian Nurturing Center**  
**POLICY ON COMMUNICABLE DISEASE MANAGEMENT, Administration of Medication,  
Health & Immunization Requirements and other Health Related Issues**

**Policy on the Management of Communicable Diseases**

**Hand hygiene** is the most important way to reduce the spread of infection. Many studies have shown that improperly cleansed hands are the primary carriers of infections. Hand hygiene is effective in preventing transmission of disease. Children are required to wash hands thoroughly upon arrival at the center, prior to eating, after outside playtime, after toileting and handling mucous (sneeze, runny nose, etc.) For a review of proper handwashing techniques with children, please visit the following website: <http://cfoc.nrckids.org/StandardView/3.2.2.2> Handwashing etiquette will also be a part of the daily curriculum at the center.

**Please call the school if your child will be absent and provide the symptoms of illness. Please do not contact a student's teacher directly in the event of an absence.**

**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
- \* Episodes of acute vomiting
- \* Lethargy
- \* Yellow eyes or jaundiced skin
- \* Infected, untreated skin patches
- \* Skin rashes in conjunction with fever or behavior changes
- \* Skin lesions that are weeping or bleeding
- \* Mouth sores with drooling
- \* Any other symptom that seems unusual and is a cause of complaint to the child
- \* Behavior that is not typical of the child and precludes them from participating in routine activities
- \* Acute diarrhea
- \* Elevated oral temperature of 100 degrees Fahrenheit
- \* Severe coughing
- \* Eyes with discharge
- \* Difficult or rapid breathing
- \* Stiff neck

Please note, a child must be **symptom free for 24 hours, without the aid of fever-reducing medicine such as Advil, Tylenol or Motrin, before returning to school. In the event of vomiting and diarrhea, a child must be symptom free for 48 hours, without the aid of medication prior to returning to school. Once the child is symptom-free for the required period of time, 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. If a child is exposed to any excludable disease at the center, parents will be notified in writing.



**NOTE:** *If a child has chicken pox, a health care provider'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 and that all sores have dried and crusted.*

**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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

**LISTING OF EXCLUDABLE COMMUNICABLE DISEASES:** Please refer to the requirements listed in the Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, located at [www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf), for a full list of communicable diseases set forth by the Department of Health and Senior Services. If a child contracts any of the diseases listed on this reference guide, please report it to us immediately. **The child may not return to school without a doctor's note stating that the child presents no risk to himself/herself or others. Parents will be notified if another child in the classroom has been positively diagnosed with a communicable disease referenced on this list.**

**POLICY REGARDING THE ADMINISTRATION OF MEDICINE TO A CHILD:** It is the center's policy NOT to administer medication to a child. This policy shall include all prescription and non-prescription medication related to a short-term illness. Medicine, provided by the parent, required in the event of an allergic reaction will be administered if a current allergy action plan is on file with the Center and the parent has reviewed these procedures with the staff. At any time allergy medication has been administered, a parent will be notified and will be asked to take child home for observation for the remainder of the school day. In the event a staff member deems it necessary to administer a dose of epinephrine to a child, the center is required to contact emergency response personnel for follow-up treatment. A parent will also be notified immediately. The emergency response team will then advise the Center and parents as to the required treatment.

**POLICY REGARDING HEALTH RECORDS AND IMMUNIZATION REQUIREMENTS:** The center will maintain on file a Universal Child Health Record, immunization record and special care plan (if applicable) for each child enrolled. Parents must provide this information to the center prior to the start of the school year and at the time updates are made. Date of physical should be clearly noted on the Universal Health Form and shall be dated within the past 12 months. A student shall not be permitted to attend class if this information is not provided. For an updated list of required immunizations for all children attending preschool in New Jersey, please refer to the following web site: [http://www.state.nj.us/dcf/policy\\_manuals/ CPP-V-A-1-1400\\_issuance.shtml](http://www.state.nj.us/dcf/policy_manuals/_CPP-V-A-1-1400_issuance.shtml) **WRITTEN RECORD OF THE RECEIPT OF FLU SHOT IS REQUIRED BY DECEMBER 31<sup>st</sup>.**

#### **POLICY REGARDING HEAD LICE:**

Though head lice may be a nuisance, they don't cause serious illness or carry any diseases. Because of the young age of our students and their inclination to play on the floor and within close head-to-head contact of other children, the Christian Nurturing Center maintains a policy that both live bugs and nits must be absent in order for a child to return to school in the event of an occurrence of head lice. Please refer to the following website for additional information: <https://www.healthychildren.org/English/health-issues/conditions/from-insects-animals/Pages/Signs-of-Lice.aspx>

# CHRISTIAN NURTURING CENTER

## EXPULSION POLICY

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

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

### **IMMEDIATE CAUSES FOR EXPULSION:**

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

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff
- Other unusual action that warrants expulsion (detailed written explanation provided)

### **CHILD'S ACTIONS FOR EXPULSION:**

- Failure of 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.
- Other unusual action that warrants expulsion (detailed written explanation provided)

### **SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

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

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

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

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**Christian Nurturing Center**  
**POLICY ON THE USE OF TECHNOLOGY AND SOCIAL MEDIA**

It is the center's policy that the use of televisions, computers, smart pads, or other similar media will not be used in the classroom so that a focus can be maintained on social, active and participatory learning opportunities.

Furthermore, the Staff is NOT permitted to post any information regarding Center activities including but not limited to photos and comments on any open social media site at any time. We encourage parents using social media sites to be aware of the risks involved to our children with posting such information related to school-sponsored events and ask that this policy is followed by all.

Staff may on occasion email photographs and electronic images of class events, ceremonies and other activities to families in weekly email correspondence. Photographs or electronic images of center events may also be sent out to local publications, posted on our website or printed for display in the Center. Names of children will not be listed in any such publications. Please contact the center if you wish to have your child excluded from any such photographs.

The Center will maintain a website to provide parent resources and information regarding school events and important reminders. The website is located at [www.christiannurturingcenter.org](http://www.christiannurturingcenter.org)

# Christian Nurturing Center

## Operations, Policies and Procedures

### **SCHOOL HOURS, ARRIVAL & DISMISSAL POLICY:**

School hours are from 9:00 am to 1:00 pm, Monday through Friday. The classrooms will open promptly at their specific starting times. Unless prior arrangements have been made, please try not to arrive prior to five minutes before the start of class. The staff needs time to set up and prepare for the day's activities. Entrance doors will be locked at 9:15. If you arrive later than this time, please ring the doorbell at the entrance.

Please drop your child off directly in his/her classroom and pick up from the classroom at the end of the day. Be sure to sign in each day upon arrival and sign out at dismissal. If your arrival or dismissal time is different than the time stated on the attendance sheet, please write in the correct time. Dismissal will begin five minutes prior to the stated dismissal time. If you need extra time to discuss any issues and/or concerns with your child's teacher, she will be glad to set up a conference time outside of arrival or departure times to be able to give you the attention and confidentiality you need.

### **PARKING:**

Please use the lower parking lot and the downstairs entrances (by the playground) for children attending classes in the Nurture Center. If your child is attending class in Brookside Hall, please park in the upper level parking lot and enter through the upper doors. **Parking lot speed is 5 mph, please!** Always watch for children in the parking lot. **PLEASE STAY ON WALKWAYS AND DRIVE WAYS AT ALL TIMES WHEN DROPPING OFF AND PICKING UP YOUR CHILD(REN). DO NOT ALLOW CHILDREN TO PLAY ON THE COURTYARD, HILLS OR LANDSCAPED AREAS ADJACENT TO THE PARKING LOTS. DO NOT LEAVE ANOTHER CHILD UNATTENDED IN YOUR PARKED CAR AT ANY TIME.**

### **LATE PICKUP:**

We realize that emergencies happen, so please call the CNC office (908) 369-5215 as soon as possible, if you know you will be late for pickup. **Please do not use a teacher's personal cell phone or email to contact them regarding late arrivals/pickups or absences.** If you are unable to contact us, we will make every effort to locate you using the emergency contact numbers that you have supplied us with. We will care for your child until you arrive. If, after 30 minutes, no contact has been established with a parent or emergency contact, the local police authorities as well as the New Jersey Department of Children and Families will be notified and they will dictate what further action will be taken for the benefit of your child. *A late fee of \$1 per minute will be charged if a pattern of habitual tardiness develops.*

### **WEATHER RELATED SCHOOL DELAYED OPENING/EARLY DISMISSAL SCHEDULE:**

**Delayed opening schedule:** **AM session 10:30 to 12:00** (for AM only students)

**AM session 10:30 to 1:30** (for 9-1:00 students)

**Early dismissal:** ALL children to be picked up by 11:00 or earlier if weather conditions deteriorate quickly.

**Notifications of delays, closings and early dismissals will be made via email to all parents and through the school's website: [www.christiannurturingcenter.org](http://www.christiannurturingcenter.org).**

## **SCHOOL ATTIRE:**

Please keep a complete change of clothing for your child in their backpack. Label each article of clothing and place in a Ziploc-style bag with your child's name in clear sight. As the seasons change plan to replace the clothing as appropriate for the weather. Anytime a change of clothing is used the parent will be notified. The preschool requires the children to wear closed-toe shoes at all times. This is for your child's safety to prevent tripping and/or outside materials from harming your child's feet and toes. Please also have your child wear clothes that are proper for playing and getting messy as well as easy for the child to maneuver during bathroom times every class session. Additionally, because we will be going outside on a daily basis throughout the entire year, please be sure to send in appropriate outer wear for your child; this may include boots, hats, mittens, snow pants and coats as the weather dictates. All outerwear must be properly labeled with your child's name. A child cannot attend school if appropriate attire is not provided including safe shoes and outerwear. **If a child does arrive at school wearing inappropriate attire, we will ask you to take your child home and return with them wearing the appropriate attire.**

## **POLICY CONCERNING TOILET TRAINING**

We understand that children attending preschool are young and may have setbacks through the toilet-training process. If your child does soil him/herself, we will change him/her, using the extra set of clothes that are provided from home. If clothes are not available, we will contact you immediately to ask for you to return to CNC and change your child. If we cannot reach you, we will contact your spouse and/or other emergency contacts listed. If a child has recurring accidents, we will make arrangements to have a parent or guardian available to return to school to change your child. Thank you for your cooperation and understanding.

### **American Academy of Pediatrics**

#### **STRATEGIES TO PROMOTE SUCCESSFUL TOILET TRAINING:**

1. A partnership is needed between parent and childcare provider. All of the child's regular caregivers should be involved.
2. Non-punitive, reward-based techniques are more effective. Recognition and affection are the best rewards.
3. Setbacks are common. Caregivers need to understand that the process of learning self-management may not be a quick one. Occasional relapses should not be seen as failures, but as a natural step toward success.

Putting these suggested strategies into routine use in the childcare setting will help reduce these situational triggers and help prevent child abuse and neglect.

## **POLICY REGARDING DAILY PHYSICAL ACTIVITY:**

In an effort to help ensure that children have increased physical activity which may help prevent childhood obesity, the Center requires that daily activities for children include structured and unstructured developmentally appropriate indoor and outdoor energetic physical activities for specified periods of time depending upon the number of hours the child is at the center and that children not be inactive for more than 30 minutes unless the children are eating, sleeping, need to complete a seated activity, or are ill. The center will develop and provide a variety of children's planned activities to include promotion of "coordination and movement skills" among others. Additionally, the use of television, computers, and other types of video equipment at centers will not be permitted.

## **POLICY REGARDING THE USE OF THE PLAYGROUND FACILITIES:**

Every day your child will have time on the playground, weather permitting. Children will walk outside from building to building to access the playground or other outside play areas. Playground use is permitted strictly for CNC students during CNC hours, supervised by CNC staff. The playground is not open for public use at any time. The Christian Nurturing Center cannot be held liable for any accidents that occur on our grounds after dismissal. The CNC staff will not be available for any accidents and/or mishaps on the playground that happen outside of regular CNC activities.

## POLICY REGARDING TOYS OR GAMES FROM HOME:

The staff has a great deal of responsibility each day and keeping track of toys or games from home is impossible. *Please do not send toys or games in with your child* except if they are to be shared during show and tell time. All show and tell items are to be clearly labeled with your child's name and stored in the classrooms' show and tell basket. Absolutely no toys that resemble weapons or are of a violent nature are allowed at any time, including action figures.

## ANAPHYLAXIS MANAGEMENT POLICY

The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis. Avoidance of exposure to allergens is the key to preventing a reaction. By following the following steps, we will help to provide a safe environment for all of our students:

1. To provide the safest environment for our children, the Christian Nurturing Center is a "Nut-Free School". Foods containing peanuts or tree nuts, including traces of nuts or items manufactured in a facility with nuts are **not permitted**. This includes all snack and lunch items. Please follow the list of permissible safe snacks found below when choosing an item to send in on your child's snack day. In addition, **water** will be the only drink served in the classroom by the staff at snack time, juice will not be allowed. Because manufacturers frequently change ingredients and/or processing facilities and procedures, this permissible snack list will be reviewed frequently and any necessary updates will be communicated to parents. Due to the risk of cross-contamination, homemade baked goods will not be allowed to be served at any time. Exceptions are too difficult to manage safely and therefore will NOT be permitted.
2. All children prior to entering the classroom each morning shall wash their hands using soap and water.
3. **Goody bags are neither required nor encouraged for holidays or special events. No food items may be included.**

## CHRISTIAN NURTURING CENTER

### SAFE SNACK LIST 2019-20

ON YOUR CHILD'S DESIGNATED SNACK DAY

**PLEASE SELECT ONE ITEM FROM COLUMN 1 and ONE ITEM FROM COLUMN 2**

**TO BRING IN FOR THE CLASS**

**ALONG WITH NAPKINS, CUPS, WATER AND SERVING UTENSILS (IF NEEDED)**

SELECT FROM COLUMN 1	<b>AND</b> SELECT FROM COLUMN 2
Fresh cut fruits or veggies in small bite-sized portions (please make sure utensils/surface areas clean when preparing to avoid contamination of other food allergies)	Pretzels: Herrs, Rold Gold, Bachman, Utz or ShopRite Brand (extra thin, mini, pretzel rods or stix) or Pepperidge Farm Pretzel Goldfish
Apple Sauce or Fruit Squeezable Pouches or single-serve containers of fruit (with spoons) Raisins	Graham Snacks: ShopRite or Nabisco (original, honey or cinnamon) Teddy Graham's (honey, chocolate chip, cinnamon, chocolate)
Cheese cubes, slices, cheese sticks or string cheese	Crackers: Pepperidge Farm Goldfish, Annie's Brand Bunnies or Cheddar Squares, Nabisco Wheat Thins or Triscuits (original or reduced fat)
Squeezable Yogurt Pouches	Pirates Booty or Smart Puffs

## **POLICY REGARDING TUITION PAYMENTS**

We operate on an annual tuition basis. As a non-profit mission outreach of the Neshanic Reformed Church, tuition is set as low as possible to provide the opportunity for families to enroll their children in our program. Since no other source of revenue is available and salaries, materials, and other operating cost need to be covered, no credit will be given for holidays, in-service, child illnesses or absences, vacations, closing due to inclement weather, and/or any other unforeseen situations. No switching of days is allowed. **In the event early withdrawal from the school is necessary, thirty days written notice is required and the full tuition deposit shall be forfeited.**

A late fee will be assessed in the amount of \$15 if payment has not been received 7 days after the payment due date. Payments not received after 15 days of the payment due date will be assessed a \$25 late fee. On-line payments require a minimum of 3 business days for the transaction to process therefore a payment due on the 1<sup>st</sup> must be processed 3 business days prior to the this date. Be sure to contact the office if you are having difficulties making tuition payments in a timely fashion prior to your payment due date.

## **POLICY CONCERNING CHILDREN WITH DISABILITIES:**

The center is required to provide reasonable accommodations for children and/or parents with disabilities in addition to complying with the New Jersey Law Against Discrimination (LAD) and the Americans with Disabilities Act (ADA). A special care plan is to be provided by the child's physician including a detailed description of accommodations the child will require in daily activities and why.

## **POLICY REGARDING THE PREVENTION OF CHILD ABUSE AND NEGLECT**

Whenever there is a reasonable cause to believe that a child has been abused or neglected by any person, staff **must** notify the Child Abuse Hotline at (877) NJ ABUSE **immediately**. Failure to do so will be considered a violation of NJ Division of Children and Family Policy and CNC will be subject to citation.

## **POLICY REGARDING STAFF BACKGROUND CHECKS AND TRAINING TO RECOGNIZE ABUSE:**

1. All staff members must have a CARI (Child Abuse Record Information) check by the state of New Jersey at the time of hiring and then every three years when the school applies for re-licensing.
2. All staff members must have a CHRI (Criminal History Record Information) Fingerprint background check at the time of hiring.
3. All staff upon hiring are informed that any inappropriate behavior will lead to immediate dismissal.
4. All staff members will receive orientation within two weeks of their date of hire and prior to working without direct supervision by an approved staff member over the age of 18. Further, all staff will follow the required guidelines for annual continuing education requirements as dictated by the State of New Jersey, Department of Children and Families including how to recognize and report child abuse or neglect.

## **POLICY REGARDING HAZARDOUS TOYS/TOY RECALL UPDATES:**

The Center has the responsibility to keep up to date regarding current listings of hazardous toys and toy recalls. Any items in the classroom that are referred to on this list shall be disposed of immediately. For an updated list, refer to <https://www.cpsc.gov/Recalls>

## **POLICY ON WRITTEN REQUEST FOR CHILD TO ATTEND FIELD TRIP:**

Parents will provide all transportation to/from scheduled field trips and will sign a permission form indicating their consent to supervise their child at all times while on the field trip. Employees are not authorized to transport any student to/from a field trip.



## **POLICY REGARDING PARENT VISITATIONS AND PARENT INVOLVEMENT**

Parents are allowed to visit the center at **any** time without prior approval.

There are many ways to be involved with your child's education at the Christian Nurturing Center:

- Special Events Assistance
- General Program Assistance
- Fundraising

If you would like to become involved, please contact the director. Volunteers are required to review safety rules with a staff member regarding interacting with children prior to helping in the classroom. Volunteers are not allowed to interact with the children without a staff member present.

## **POLICY REGARDING DISTRIBUTING PERSONAL CONTACT INFORMATION:**

It is the Center's policy to not distribute personal contact information in the form of a class or school directory. This information includes addresses, phone numbers or any other personal information. Please speak to fellow parents directly if you would like to exchange this information.

## **POLICY REGARDING FUNDRAISERS & SPECIAL EVENTS**

Throughout the year there will be fundraising opportunities as well as special events for CNC students, families and friends. These fundraisers and events help to support the on-going mission of the Christian Nurturing Center. We appreciate your support of these programs, however participation is never required.