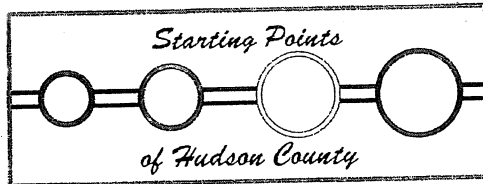


Parent Handbook



A Grow NJ Star Rated Early Childhood Program

RECEIPT OF POLICIES

I have received the Starting Points of Hudson County PARENTS HANDBOOK.

I have received the information to PARENTS STATEMENT.

I have received a copy of the DISCIPLINE POLICY.

I have received a copy of the EXPULSION POLICY.

I have received a copy of the MEDICATION POLICY.

I have received a copy of the ACCIDENT/INJURY.

I have received a copy of the POLICY ON MANAGEMENT OF COMMUNICABLE DISEASE.

I have received a copy of the RELEASE OF CHILDREN POLICY.

I have received a copy of the PARENT PARTICIPATION POLICY.

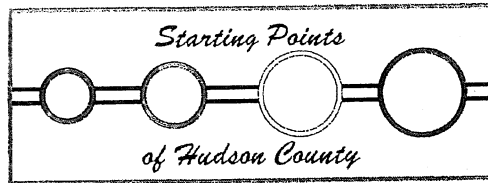
I have received a copy of the SOCIAL MEDIA POLICY.

Child's Name

Parent/Guardian's Signature

Date

Please sign and return to the Admissions office.



A Grow NJ Star Rated Early Childhood Program

Dear Parents:

Attached are the Policies of Starting Points of Hudson County. Please read them carefully. In order for us to maintain a level of care and service for your child as well as to provide for the health and safety of the children, we must adhere to the policies, further, these policies adhere to the Center's contractual obligations with the Division of Family Development. (DFD), our primary funding source.

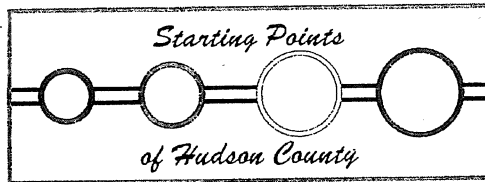
We ask that you take responsibility for following these policies as we look forward to your full cooperation. If you foresee any problems following these policies, please see us as soon as possible. If you have any questions or need clarification about these policies, you may speak to the intake officer, family worker, or head teachers.

I wish to take this opportunity to thank you for choosing Starting Points of Hudson County for your child's care. Together we will develop a firm foundation for your child's growth and development.

Yours sincerely,

La Tisha Johnson

Executive Director/ Chief Operating Officer



A Grow NJ Star Rated Early Childhood Program
Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

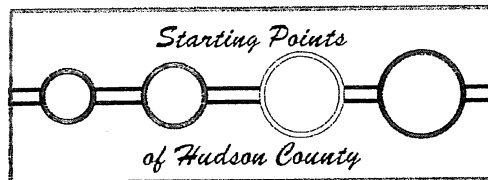
Under provisions of the **Manuel of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to the parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this staff 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 Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; 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 review 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, Sate 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.



A Grow NJ Star Rated Early Childhood Program

Our center must have a policy concerning the release of children to parents or people authorized by the 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 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 at the 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 us know if wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

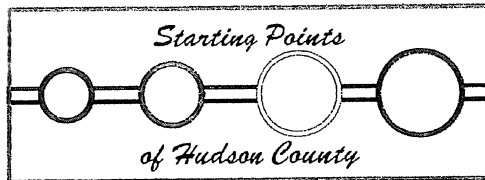
Our center must cooperate with all DCF inspections/ investigations. DCF staff may interview both staff members and children.

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 this us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by 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 operation 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.



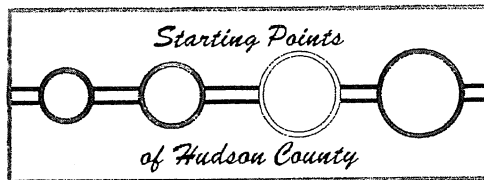
A Grow NJ Star Rated Early Childhood Program

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 the 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 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 a 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 product 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 an adult, whether working at the center or not, is required by State law 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/.



A Grow NJ Star Rated Early Childhood Program

PURPOSE OF THE PROGRAM

The program provides full-time, year-round quality childcare services to families living within the city's geographical boundaries. These services are offered to families who are eligible to receive childcare services according to standards determined by factors such as family size and income. We also provide these high-quality services to families who wish to pay a reasonable fee for our services. A fee schedule is listed in the appendix.

PHILOSOPHY OF THE PROGRAM

The program is designed to provide age-appropriate quality childcare for the enrolled children. The primary focus of the program is providing nurturing and quality educational experiences for young children. This is supplemented by nutrition, health, and family services.

The program's philosophy, as it applies to the methods advocate for adult/child interaction, is based upon a confluent model encompassing theories of Jean Piaget (cognitive development) and Erick Erickson (social/emotional development).

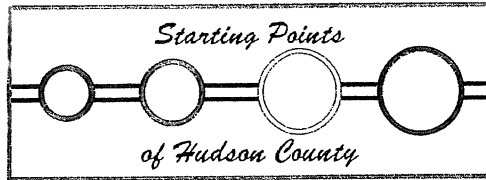
The program's goals encourage the development of the total child by providing a wide variety of rich, first-hand experiences. The objectives used to reach the program's primary goals include encouraging children to talk about experiences and by supporting the children's enquiring through encouragement of questions and assistance to the children as they seek their own solutions.

Children are encouraged to investigate and be inquisitive. They receive support in their efforts to explore and wonder in order to create enthusiasm for learning. The program provides this kind of early stimulation by fostering knowledge about the world thus adding to the child's sense of security and confidence, giving more extensive networks of association that children can bring to the abstract symbols on which later schooling relies.

With regards to emotional development, the program provides opportunities to develop the feeling that:

- I am a separate and unique individual.
- I know I have value and worth because my teachers enjoy, understand, and respect my person.
- I can be different and it's okay.
- I am cherished even when my behavior has to be limited.

The curriculum is flexible and geared to the children's interests. The teachers are comfortable as resource people who enjoy the natural curiosity of children and allow children to enjoy the process of learning without producing specific products.



A Grow NJ Star Rated Early Childhood Program

OPERATION POLICY

The center is open five days a week, Monday through Friday from 7:00 a.m. to 6:00 p.m. twelve months a year.

ARRIVAL

Each child must be at the Center no later than **9:00 a.m.** Breakfast is served between 8:15a.m. and 8:45a.m. If you are running late, please make sure that you provide breakfast to your child at home. The Center's class activities officially begin at 9:00 a.m., when attendance is taken.

A.M. Lateness: Please call the Center as soon as possible, if you are going to be late. The telephone number is 201 – 433- 8252. In order not to abuse the policy of telephoning lateness, **you will be allowed no more than 2 telephone lateness calls per month.** The following rules must be followed if you do not call us:

1. If the child is late without telephoning first, you will receive a verbal warning from the office staff.
2. If the child is late the second time without telephoning, your child will be sent home for the day. This will be considered an inexcusable absence.
3. If a child is late for the third time, without telephoning, your child will be withdrawn from the program.

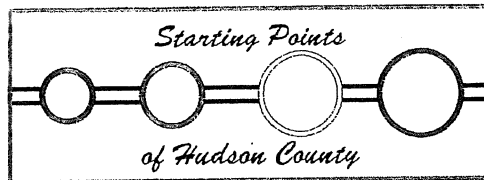
If you foresee that you will have difficulty adhering to these policies, please see the Head Teacher. If you do not contact us, we will assume that you are able to adhere to these policies. To promote a smooth, ongoing operation of the Center, these rules will be strictly enforced.

PICK-UP TIME

All children should be picked up by 6:00 p.m. Whenever circumstances occur that would necessitate your arrival at the Center after your regularly scheduled pick-up time, please make arrangements for some other authorized person (over sixteen years of age) to come for your child.

P.M. Lateness: There will be a \$1.00 a minute late fee (in cash) payable when your child is picked up after 6:00 p.m. If the child is picked up after 6:30 p.m. there will be an additional

charge of \$10.00 extra every fifteen minutes or part thereof; and is payable in cash at the time the child is picked up or on the morning of the next day upon arrival.



A Grow NJ Star Rated Early Childhood Program

Lateness at the end of the day puts undue stress on the children and undue hardship on the staff and will not be tolerated. Chronic lateness can cause withdrawal of the child from the Center.

Late Pickup Procedure

1. The child must be supervised at all times by a Center staff member.
2. The center staff will make every effort to contact the parents or person authorized by the parent to care for the child.
3. When the parents or authorized person fails to pick up a child one hour or more after closing time (7:00 p.m.) and the staff members have been unable to make other arrangements for returning the child to the parent, a staff member will call the DCP&P-State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) to inform them of the situation and to seek assistance.

ATTENDANCE

In order for us to maintain the funding from the Division of Family Development (DFD), the children's attendance must be maintained at least 80%. This means that each child must attend day care regularly unless there is an excusable reason (i.e., sickness). Because the Center is funded to assist those families that need full-time care, part-time care is not available.

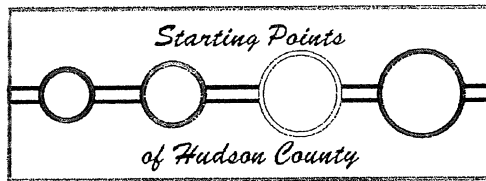
If there is a consistent pattern of absenteeism without an excusable reason, your child will be withdrawn from the program. Please be informed that this policy will be strictly enforced.

The only excusable reasons for a child's absence are:

1. Sickness: Doctor or Dentist appointments.
2. Planned vacation: not to exceed two weeks in order to keep the child's slot.

Bad weather is not an excusable reason for keeping a child home. If the center is open, your child is expected to attend. (See Emergency Closings, p. 15)

If the child is absent for more than three days per month for two months, the child will be withdrawn from the program.



A Grow NJ Star Rated Early Childhood Program
RELEASE OF CHILDREN

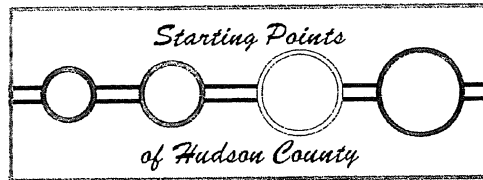
- A. Each child may be released only to the custodial parent or person authorized by the custodial parent to take the child from the Center and to assume responsibility for the child in an emergency if the custodial parent cannot be reached.
- B. Children may not be released or visited by a non-custodial parent unless the custodial parent authorizes to allow such visits or releases in writing. The written authorization must include the name, address and telephone number of the non-custodial parent. This authorization will be kept on file. If a non-custodial parent has been denied access or been granted limited access by the court order, the Center must have a copy of this document on file.
- C. If the parent or person authorized by the parent as specified above, fails to pick up the child at the time of the Center's daily closing, late pick up procedure mentioned earlier is to be followed by every staff member.
- D. If a parent or other authorized person appear to be physically or emotionally impaired to the extent that, in judgment of the director and/or staff member, the child would be placed at thru risk or harm if released to such an individual, the procedure shall require that:
 1. The child will not be released to the impaired person.
 2. Staff members will attempt to contact the other parents or authorized person(s).
 3. If the staff member is unable to make alternative arrangements, as noted above, the staff member will call DCP&P, State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873).

ESCORTS

Make sure that an adult escort brings or picks up your child. Children cannot pick up other children. If you have a change in authorized escorts, you must notify the office in writing. If you are unable to do so in case of emergencies, then you must call the office. Proper identification of the escort will be required. No child will be permitted to leave with an escort if in the judgment of the Center, that the escort seems impaired by either alcohol or drugs or seems abusive to that child. Your child's safety is our main concern.

TELEPHONE NUMBERS

You must notify the office of any change in your telephone numbers, home, work, and emergency numbers. Emergency numbers should include an alternate number other than the



A Grow NJ Star Rated Early Childhood Program

parent(s) or guardian(s). This is very important, most especially in case of emergency when you need to be reached.

PAYMENT POLICY

PARENTS' FEES

The Center receives funds for childcare services mainly from the Division of Family Development (DFD). Our contract requires that we follow DFD rules in establishing fees and collecting co-payment.

Parents enter into a Contract Fee Agreement with Starting Points. In this agreement, parents are required to okay for prior to, or on the 5th service day of each month in which they are provided. In cases of emergency situations, please notify the bookkeeper to allow for accommodations. If the fees are not paid on time and no prior arrangements were made, a written notice will be sent that the parents have 10 days to pay or services to the child will be terminated. If fee payments are late four times on one calendar year, the Center reserves the right to terminate services to the child.

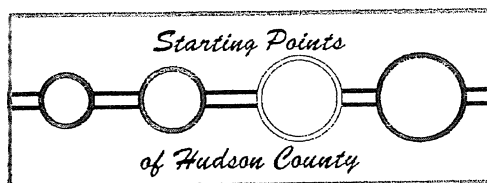
If there are emergency or unusual financial circumstances, which make payment impossible, parents should inform the bookkeeper or consult with the director immediately, upon receiving a late notice. Special consideration may be granted. Ignoring late payments notices will cause the Center to terminate child-care services to children. Parents or guardians of terminated children can request a Fair Hearing with DCP&P. Parents may contact the DCP&P, 65 Jackson Dr, Cranford, NJ 07016.

HEALTH AND SAFETY

MANAGEMENT OF COMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur in school, the child will be removed from the classroom and the parent/guardian will be called to take him/her home:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevate temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge



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- Infected untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visible enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom free or has a physician's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to school. A child who is out sick for three consecutive days may return to school only with a doctor's note. If a child contracts any of the following diseases, please report 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.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox	Giardia Lamblia*	Impetigo
German measles*	Hepatitis A*	Lice
Homophiles Influenza	Salmonella*	Scabies
Meningococcal*	Shingella*	
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough		

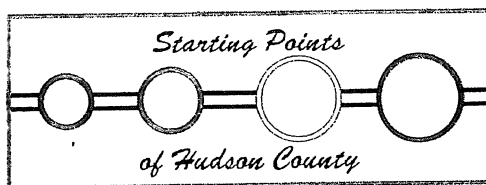
*Reportable diseases as specified in NJAC 10:122-7 10(A)

If your child is exposed to any communicable disease at school, you will be notified in writing.

DIARRHEA POLICY

Because of the contagious nature of diarrhea, we are to follow this procedure without exception:

1. If diarrhea occurs again within a four-hour period, the parents will be contacted, and the child will not be allowed to return to school until all diarrhea episodes have ceased and/or at least a twenty-four-hour period has lapsed.
2. If the child has only one episode of diarrhea, the parent will be informed when the child is picked up from the center that day.



A Grow NJ Star Rated Early Childhood Program

Because diarrhea can lead to dehydration, we request that you contact your doctor if your child has had an episode. The physician may wish to restrict your child's diet and should be dining only upon his/her recommendation.

MEDICATION ADMINISTRATION POLICY

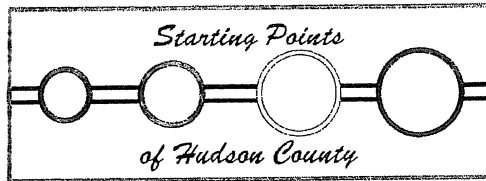
The Center chooses to allow prescription medications or health care procedures should be administered to a child, and the following shall apply:

1. Medication and health care procedures could be administered only after receipt of written request/approval from the child's parents.
2. The director shall designate the nurse and those staff members who are authorized to administer medication or health care procedures (e.g., "nebulizer") to those children whose parent(s) authorize it.
3. Any prescription medication for a child shall be:
 - a. Prescribed in the name of and specifically for the child.
 - b. Stored in its prescription container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and the direction for its administration.
4. With a request/approval made by parent(s), the center shall limit the dispensing of non-Prescription over the counter medications to the following types of medicines which shall be dispensed in accordance with the recommended dosage, age, and or weight of the child, as indicated on the label: Decongestant/Antihistamine: Acetaminophens, cough suppressants, and topical ointment.
5. The center may permit the dispensing of nonprescription medication other than those listed above if the child's physician authorizes it in writing.

ACCIDENT/INJURY POLICY

Starting Points will maintain on file a record of the accidents and injuries sustained by the children under the Center's supervision. The record will include.

1. The name of the child involved in the accident/injury.
2. The date, time and location of the injury.
3. A written description of the accident, the injury to the child, names of witnesses and the follow up action by the center such as first, consultation, or treatment by the physician.
4. A copy of the accident/injury report provided to the parent.



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FOOD PROGRAM

Starting Points participants in the Child and Adult Care Program (CAFP), a Federal Program of the Food and nutrition Services (FNS) U.S. Department of Agriculture (USDA) Through the CAFP; you can be assured that your child is getting well-balanced, nutritious meals and snacks. We ask therefore that children finish all foods before entering the Center (candy, gum, lollipops, cookies, sandwiches, etc.). Please help us making sure your children come in empty-handed.

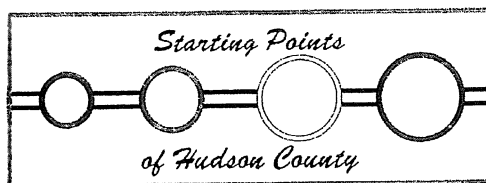
In accordance with the Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, and 1400 Independence Avenue SW, Washington DC 20250-9140, or call Toll Free, (866) 632-9962 (Voice). TDD users can contact USDA through local relay or Federal Relay at (800) 877-8339 9TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider employer.

TOYS, JEWELRY, AND CLOTHING

Toys – Please keep your child’s toys at home. When a child brings a toy to school, this can cause tremendous problems in the classroom. We have more than enough toys and equipment to keep your children learning and happily busy. Any toy brought into the classroom will be placed in the child’s cubby until the departure.

Jewelry/Hair Accessories – Please refrain from having your child wear expensive jewelry while in the center. We shall not be responsible for any loss. Also hoop earrings, bracelets, necklaces, anklets and small hair accessories like small beads, barrettes should not be worn in the center. At their tender age, small children have a tendency to put everything in their mouth and so jewelry and hair accessories become a safe hazard.

The safety and proper well-being of your child is our primary concern. If your child comes with jewelry or hair accessories and we have reason to believe it is in the child’s interest and safety to remove them and keep them until departure time.



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Clothing – Children are expected to participate in all planned activities and outside play is part of the daily program. Therefore, please dress your child appropriate and adequate for both winter and summer weather.

All clothing must be labeled. We cannot accept responsibility for any clothing that is not labeled. Also, please refrain from dressing up your child in very expensive jacket/coats. We cannot be held responsible for any loss.

PHILOSOPHY OF CHILD DISCIPLINE

DISCIPLINE:

“To train or develop by instruction, especially in self-control.” Webster’s New Collegiate Dictionary.

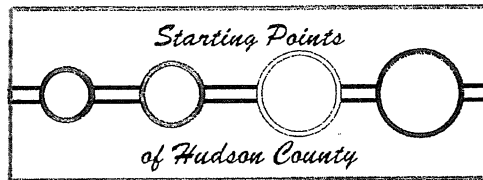
It is the philosophy of this Center to help children grow emotionally as well as intellectually, to help children succeed, feel good about themselves and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive. Discipline is not punishment. It is a way of helping children learn to identify socially acceptable behavior.

Within our Center, limits and rules are clearly defined, consistent and in accord with the appropriate development and age of each child and the program in general. We focus strongly on reinforcing acceptable behavior and preventing undesirable behavior by being responsive to the needs of the children.

Methods of correcting inappropriate behavior within the Center consist of the following:

1. Redirection of activities to change the focus of a child’s behavior.
2. Individualized attention
3. Time-out by removing a child for a few minutes from the area or activity so that he/she may gain self-control.
4. “Catch the child being good,” we respond to and reinforce positive behavior; we acknowledge or praise to let the child know we approve of what he/she is doing.



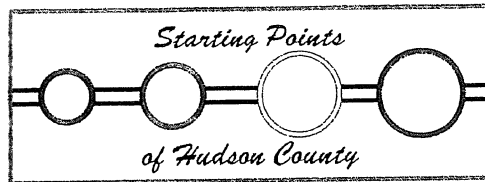
A Grow NJ Star Rated Early Childhood Program

Discipline shall not be isolation without supervision, the withholding of food or attention. No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that shall intimidate, frighten, or endanger a child, or his/her self-image.

We believe that children learn through experiences. We believe that the teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in their care.

We believe we can best accomplish this:

1. By having a variety of activities for the children.
2. By use of group management techniques, limiting the number of children in each room to avoid overcrowding and to allow for sufficient materials and the opportunity for constructive interactions.
3. By using positive language with the children to give praise for appropriate behavior, i.e. "I like the way John is sitting, we say, "only walking" instead of "don't run."
4. If a group behavior is a problem, the area that has become a problem for the group to handle is closed and the group is broken up and redirected to other activities in the room.
5. If cleaning up is a problem for the entire group, we discuss it, and incorporate the "logical consequences" technique, which is "if we take a long time to clean up because the teachers have to remind, redirect and out the children back to task, then we run out of time for fun things, like singing outdoor play etc...."
6. This helps children realize and internalize responsibility and what can happen.
7. If a child exhibits negative behavior, the child will not be allowed to use any materials or interact with the other children.
8. If a disruptive behavior of a child becomes consistent and disrupts classroom management and daily classroom routine, the teacher will consult with the head teacher and the director. They will observe the child in the classroom. The teacher will record daily observations of the child in the classroom. If the behavior does not improve, there will be a conference that will include a discussion of effective and consistent methods to



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be used to remediate the child's behavior problem. The teacher will inform the director, head teacher and parent of the child's progress through a conference and written evaluation.

9. Under no circumstance will teachers discuss a negative behavior with the parent without consulting the head teachers first.

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.
- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

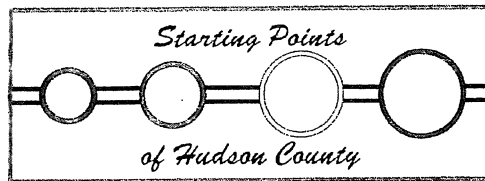
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.



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- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks notice depending on risk to other children's welfare of 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 child's parent(s):

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

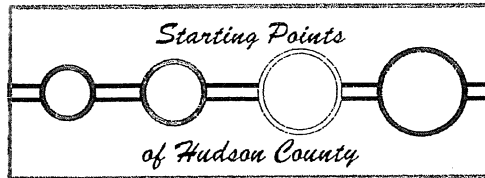
PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect the child(ren) from negative behavior.
- Staff will reassess the classroom environment, appropriate activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent(s) will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

TOILET TRAINING POLICY

It is our belief that when a child indicates a readiness to be toilet trained, the teaching staff will inform the parent and a consistent pattern of behavior will be established between the home and the center environment to encourage toilet training. The parent's cooperation with the center is critical for the successful potty training for the child.

CONFIDENTIALITY POLICY



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Confidentiality on children's records shall be maintained by the agency to protect the privacy of the children and their parents.

Children's records consist of two kinds: Developmental records and Personal records. Developmental records include observations of children, work samples, individual screening and assessment results, individual educational plan (IEP).

Personal files include registration and admission forms, health records, signed consents and correspondence concerning the child from other agencies, child protection matters or developmental concerns.

Personal children's records are kept in a lockable file cabinet in the Intake Officer's office. Access is limited to selected staff directly involved in the welfare or development of the child and who are bound by confidentiality as well.

Developmental records are kept in the caregiver's rooms and access is limited to parents and caregivers. Assessment results and IEPs are kept in the Director's office.

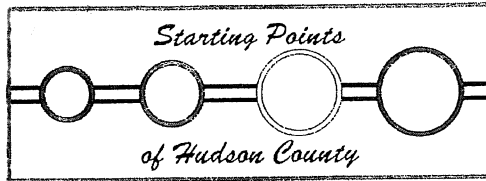
All requests by parents for access to the personal records of their children are done in writing to the director. While parents have access to the records of their children, they do not have access to information of any other child. Only third parties like family members referred to and consented by the parents to have access to specific records are allowed. It is the standard practice that the agency can refuse consent to disclose information to workers from other agencies like social services or health authorities, advising the individual to go directly to them. Where a parent has possible grounds for litigation against a third party/agency, disclosure of information may also be refused, and legal advice may be sought before sharing any information.

PARENT VOLUNTEERING

Starting Points of Hudson County cordially invites participation on the part of the parent of enrolled children. While we recognize that the majority of the parents work during the time we are caring for the children. We welcome parent volunteers to help in any capacity at the center.

EMERGENCY CLOSING

If the superintendent of the Jersey City Public Schools decides to close Jersey City Schools due to the weather, then the Starting Points also closes. Please listen to the radio and to local channels for closings. In the event of heavy snow, or any form of emergency during the day, the center can close early. Please make sure that your telephone numbers and emergency numbers are accurate so we can notify you promptly.



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SOCIAL MEDIA POLICY

The State of New Jersey Department of Children and Families, Office of Licensing requires that all licensed Child Care Centers develop and follow a written policy on the use of social media.

POLICY STATEMENT

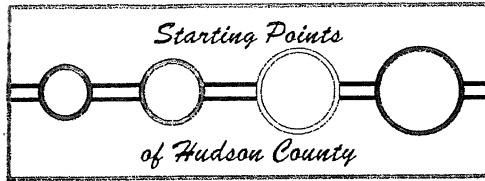
Starting Points of Hudson County recognizes the value of online social media tools for connecting with members, staff, donors, and volunteers. Our web presence should project a positive image that is reflective of our overall brand and is consistent with our mission.

DEFINITION

Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the internet including but not limited to: blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online by Starting Points of Hudson County employees.

If you choose to post a personal website or to participate in social media, (i.e., *Facebook, Twitter, YouTube*). Chat rooms, or blog, the following guidelines must be followed.

1. Starting Points of Hudson County code of conduct requires that the staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access to information to his/her personal website or blog to a teen member or program participant under the age of (18) eighteen.
2. The use of photos, logos, or images of Starting Points of Hudson County or its programs is prohibited,
3. All staff members of Starting Points of Hudson County must uphold Starting Points of Hudson County's value and respect for the individual, and therefore avoid making defamatory statements about Starting Points of Hudson County's supervisors, employees, members, participants, clients, partners, affiliates, and others including competitors.
4. Any personal website, blog, or social network interactions should not contain commentary and/or links that violate Starting Points of Hudson County's policies on harassment or discrimination.
5. Any reference to Starting Points of Hudson County must include a disclaimer stating that the views expressed are yours alone and they do not necessarily reflect views of Starting Points of Hudson County.
6. Staff of Starting Points of County are asked to promote the core values of caring, honesty, respect, and responsibility in their speech and behavior at Starting Points of Hudson County, with the community and in any public forum.



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7. Facebook page- Starting Points of Hudson County has a Facebook page that is administered and maintained by a technology consultant endorsed by Starting Points of Hudson County.
8. Instagram- Starting Points of Hudson County has an Instagram account that is administered and maintained by a technology consultant endorsed by Starting Points of Hudson County.
9. The only approved website is startingpointsofHUDSONCOUNTY.COM. No other website is endorsed by Starting Points of Hudson County.
10. Posting Starting Points of Hudson County information and pictures on your personal social media is prohibited (without approval). If you wish to post Starting Points of Hudson County related information/pictures on your personal page, approval is needed from the Director prior to posting.
11. Parents/Guardians are prohibited from posting photographs or videos (from Starting Points of Hudson County) of any child other than their own.
12. Starting Points of Hudson County requires that all staff members use good judgement and discretion when posting on social media sites and abide by the internal Starting Points of County social media policy.

I, _____ parent/guardian of _____
Parent/Guardian's Name Child's Name

have read and understand the SPHC Social Media Policy. I further understand that failure to abide by this policy could result in immediate dismissal of my child and if applicable could affect my Child Care Subsidy.

Signature

Date